

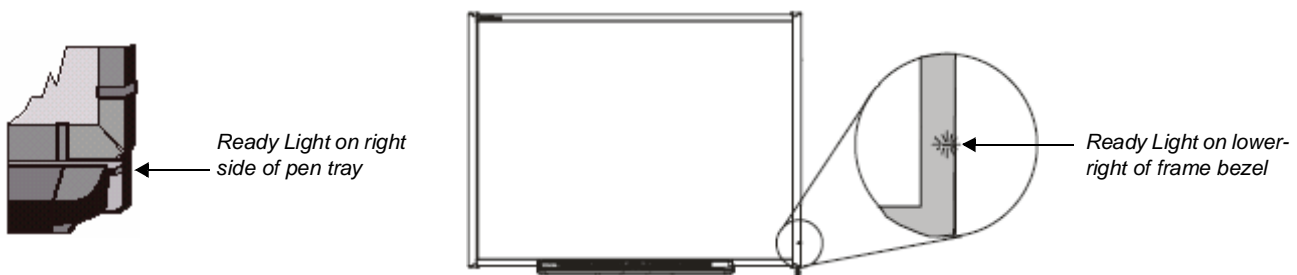
SMART Board Interactive Whiteboard Basics

This *Quick Reference Guide* provides an overview of the information you need to begin using a SMART Board[™] interactive whiteboard. Before you begin, make sure the appropriate SMART Board software has been loaded on your computer.

Starting the SMART Board Interactive Whiteboard

- 1 Ensure the interactive whiteboard and projector are connected to the computer.
- 2 Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and will be activated automatically. The Ready Light, indicating the status of your interactive whiteboard, will be red while the SMART Board and the computer are establishing communication.

NOTE: Depending on the model of the SMART Board interactive whiteboard you are using, the Ready Light is either located on the right side of the SMART Pen Tray or the lower-right of the frame bezel.



- 3 Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The SMART Board is now touch sensitive, and you can open any application available on the connected computer.

Orienting the SMART Board Interactive Whiteboard

You should orient your interactive whiteboard when setting it up, or if either the projector or interactive whiteboard has been moved since you last used it.

- 1 Press and hold the **Keyboard** and the **Right Mouse** button simultaneously until the Orientation screen appears.



Pen-tray buttons



Pen-tray buttons

- 2 Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



Orientation screen

Your Finger Is Your Mouse

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, double-press the application icon with your finger.



Writing and Erasing Notes

To write over your desktop image or application, pick up a pen from the pen tray and write on the interactive whiteboard. To write in a different color, pick up a different-colored pen. The color recognition comes from the optical sensors in the pen-tray slots and not from the pens themselves.

Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

NOTE: The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase, regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you have finished using it.

Saving Your Notes

You can easily save the notes you have written on your interactive whiteboard for future reference.

- 1 Pick up a pen from the pen tray. The Floating Tools toolbar will appear.

NOTE: If the Floating Tools toolbar does not appear when you pick up a pen, you may be working in an Ink Aware application (e.g., Microsoft Word). If the application is Ink Aware, these buttons will be available in the application's own toolbar.



Floating Tools Toolbar

- 2 To save a selected area of your notes, press the **Area Capture** button on the Floating Tools toolbar. Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the area you want to capture.

NOTE: The Screen Capture button in Ink Aware applications will capture an image of your entire screen.



SMART Aware Toolbar

- 3 Notebook™ software will open automatically, and your capture will be saved to a new Notebook page.
- 4 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



Notebook Software

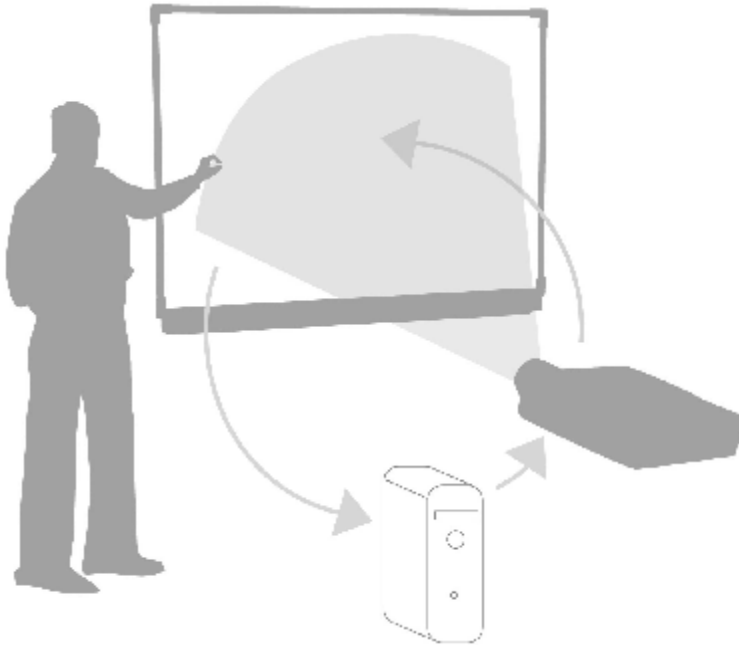
Notebook software acts as an electronic notebook that can be used to edit, save and distribute information written on a SMART Board interactive whiteboard. Open Notebook software by pressing **Start > Programs > SMART Board Software > SMART Notebook**.



Additional training material on how to use Notebook software is available at www.smarttech.com/trainingcenter.

Hardware Basics for Front Projection SMART Board Interactive Whiteboards

The SMART Board[™] interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.



- The computer sends an image of an application to the projector.
- The projector casts the image onto the interactive whiteboard.
- The interactive whiteboard acts as both the monitor and input device, allowing you to control any application by touching the screen.

It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer. Setup instructions depend on the model of SMART Board interactive whiteboard. Specific instructions on how to setup your SMART Board can be found at www.smarttech.com/support/product/index.asp.

The SMART Pen Tray

The SMART Pen Tray consists of four color-coded slots for pens and one slot for the eraser. Each slot has an optical sensor to identify when the pens and eraser have been picked up. You can write with the pen or with your finger, as long as the pen slot is empty. The technology in the pen tray is smart enough to know which tool was removed from its slot most recently. If you remove the eraser from its slot while you are still holding a pen, the pen tray will assume you want to erase. The lights above the tool slots indicate which tool was removed last.

TIP: If someone accidentally takes a pen or the eraser home, simply cover the optical sensor with a pen lid or a sticky note to continue using your interactive whiteboard until the tool is returned.

The Pen-Tray Buttons

The pen tray has at least two pen-tray buttons. One button is used to launch the On-Screen Keyboard. The second button is used to make your next touch on the interactive whiteboard a right-click. Some interactive whiteboards have a third button; this button is used to quickly access the Help Center.



Pen-tray buttons



Pen-tray buttons

The Pens

The SMART Board interactive whiteboard comes with four pens (black, red, green and blue) and one eraser. Although you do not need to use the pens to write on your interactive whiteboard, the pens do make writing more intuitive. Pick up a pen from the pen tray and write on the SMART Board. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your notes. Your notes will disappear.

TIP: To clear a large area of digital ink, draw a circle around the area you want to erase with the eraser and tap once inside that area. All handwritten notes inside that circle will disappear.



The Ready Light

The Ready Light indicates the status of your interactive whiteboard. Depending on the model of the SMART Board interactive whiteboard you are using, the Ready Light is located either on the right side of the pen tray or the lower-right of the frame bezel.



Ready Light on right side of pen tray



Ready Light on lower-right of frame bezel

If the Ready Light is a solid green, your system is functioning properly. If the Ready Light is flashing or is a colour other than green for an extended period of time, visit SMART's product support page at www.smarttech.com/support/product/index.asp for troubleshooting information.

NOTE: After you turn on your computer, the Ready Light will be red while the SMART Board interactive whiteboard and the computer are establishing communication.

Orienting the SMART Board Interactive Whiteboard

Orientation ensures your touch is registered accurately when you are using the SMART Board™ interactive whiteboard. If you press the interactive whiteboard with your finger and your cursor appears somewhere other than where you are pressing, try orienting the interactive whiteboard.

Quick Orientation

- 1 To orient the interactive whiteboard, press and hold the **Keyboard** and **Right Mouse** buttons simultaneously until the Orientation screen appears.

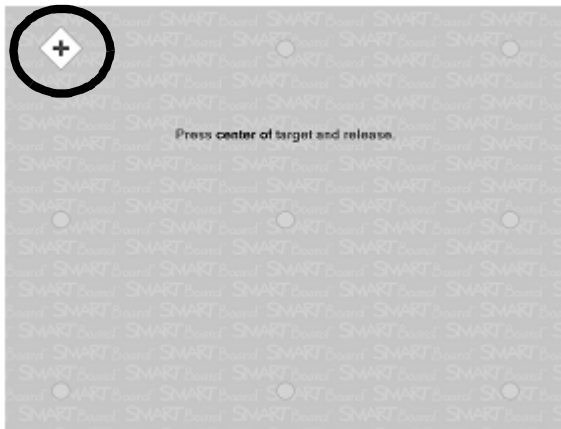


Pen-tray buttons



Pen-tray buttons

- 2 Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



Orientation screen

TIP: If you are not satisfied with the precision of a particular orientation point while orienting, press one of the pen-tray buttons or the left arrow key on your keyboard to redo the previous orientation point.

Changing Orientation Settings

Increase the detail of calibration for applications that require a greater amount of precision.

- 1 Press the **SMART Board** icon in the Windows Notification Area, and select **Control Panel** from the SMART Board tool menu.

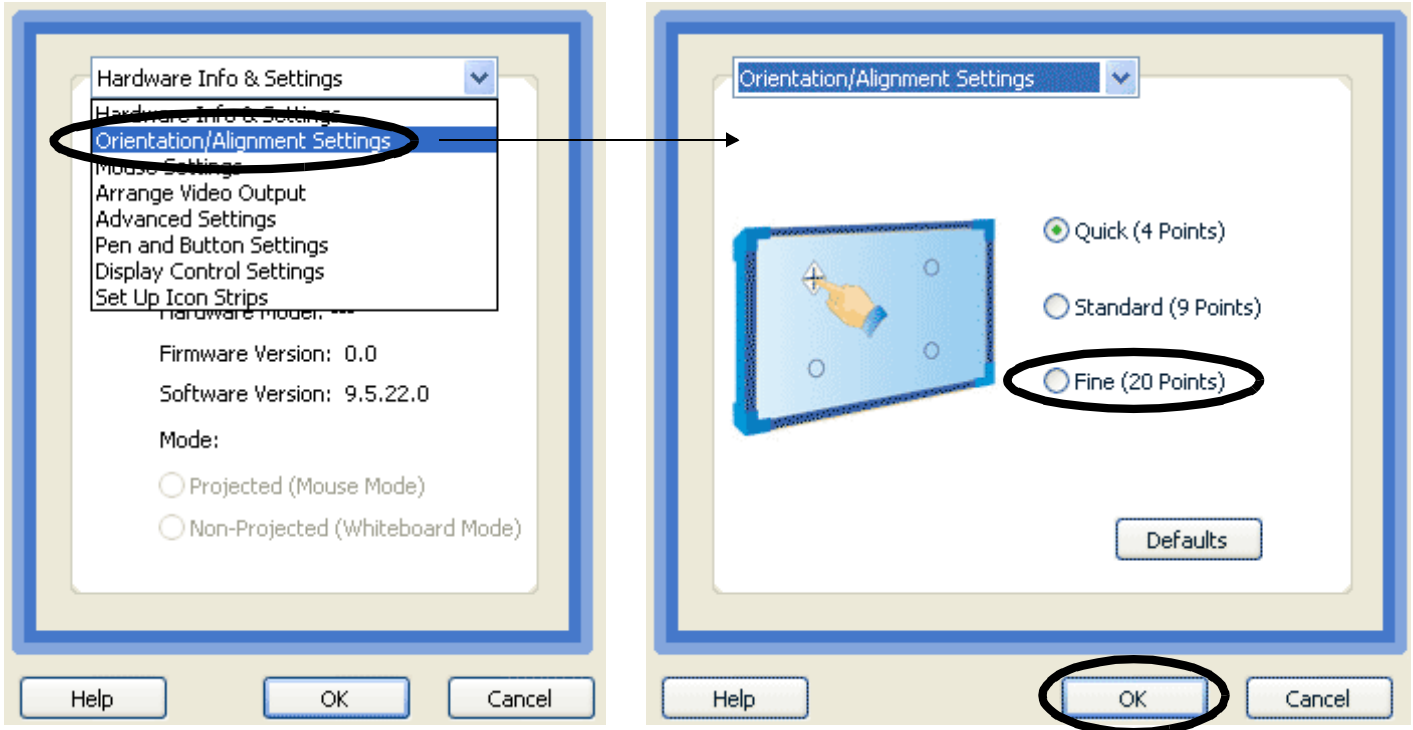


Windows Notification Area

- 2 From the Control Panel window, press the **SMART Board Settings** button.



- 3 The SMART Board Settings window will open. Select **Orientation/Alignment Settings** from the drop-down menu.
- 4 Select **Fine (20 Points)** and press **OK** to apply the new orientation and alignment settings.



- 5 From the Control Panel window, press the **Orient/Align the SMART Board** button to begin the orientation process.



Using Microsoft Office Applications with SMART Board Software

When software is Ink Aware, you can write and draw directly into an active file. When you save an Ink Aware application file, your notes and drawings will be visible the next time you open it. Microsoft® Word, Excel® and PowerPoint® software are the most commonly used Ink Aware applications.

Microsoft Word and Excel software

When using Microsoft Word or Excel software with your interactive whiteboard, you will notice three new buttons. They may be integrated with the current toolbar or separated as a floating toolbar.

Integrated with the toolbar



Separated as a floating toolbar

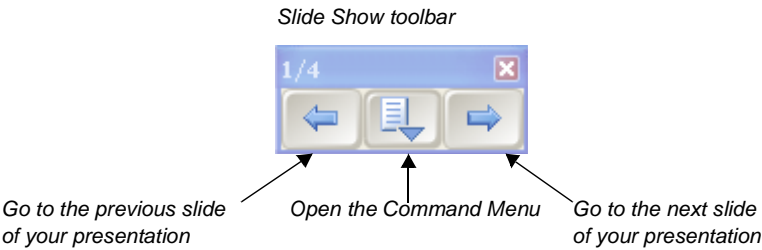


- 1** Press to insert your drawing or writing as an image directly into your document
- 2** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point or in the selected cell and in the color the words were written.
- 3** Press to save a screen capture in Notebook software

Example: Pressing the Insert as Text button	
Before you press the button, the image is not part of the file.	Press the button and the image becomes part of the Microsoft Excel software file.

PowerPoint software

When you are presenting a slide show with PowerPoint software on a SMART brand product, you can save your notes as images and save screen captures to Notebook software, just as you can when using Microsoft Word or Excel software. Use the Slide Show toolbar to access the Ink Aware features of PowerPoint software. The Slide Show toolbar appears automatically when you run a PowerPoint slide show.



TIP: You can advance to your next PowerPoint slide by pressing twice on your SMART brand product, ensuring your second press is to the right of the first. To go to the previous slide, make the second press to the left of the first.

The Command menu

Press the center button on the Slide Show toolbar to launch the Command menu. The Command menu features the following options.

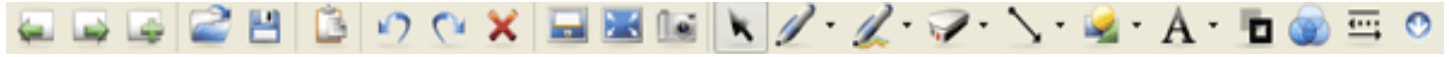


Select	Use this tool to
Capture to Notebook	capture an image of the current slide to Notebook software
Insert Drawing as Image	save your notes directly into your PowerPoint software presentation
Clear Drawing	delete your notes from the page
Add Blank Slide	add an additional slide to your presentation
PowerPoint Commands	launch the PowerPoint Commands submenu
Settings	launch the Settings submenu
SMART Floating Tools	launch the Floating Tools toolbar
End Show	end the Slide Show

Notebook Software Version 9.5 Toolbars

Notebook Software Toolbar

The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. If you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the down arrow on the far right of the toolbar.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		

Full Screen Toolbar

The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		display a menu of more options, for example the Screen Shade, shapes or pen options
	display the next Notebook page		exit full screen

Side Tabs

There are three tabs on the right-hand side of the Notebook interface.

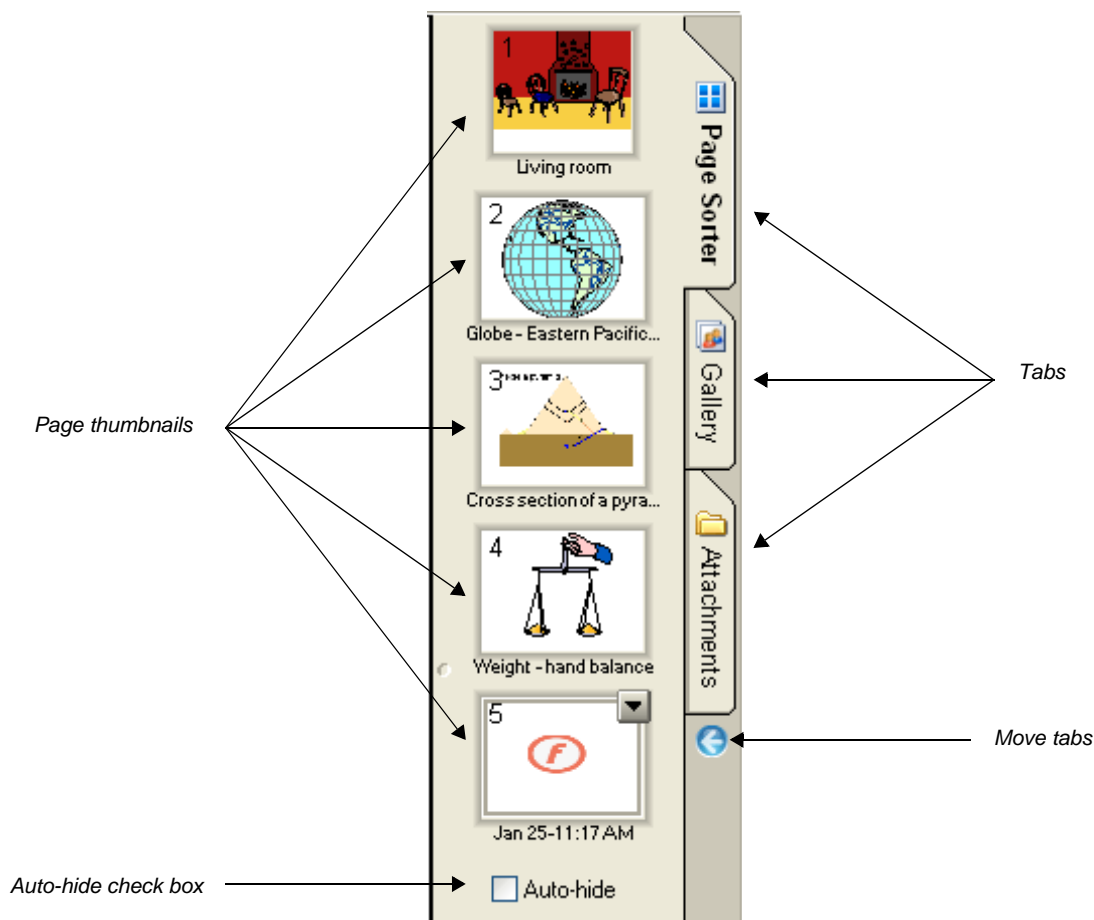
Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file.

Press the **Gallery** tab for collections of SMART's custom pages, clip art, Macromedia® Flash® animations and video you can add to your Notebook file.

Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.

Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.

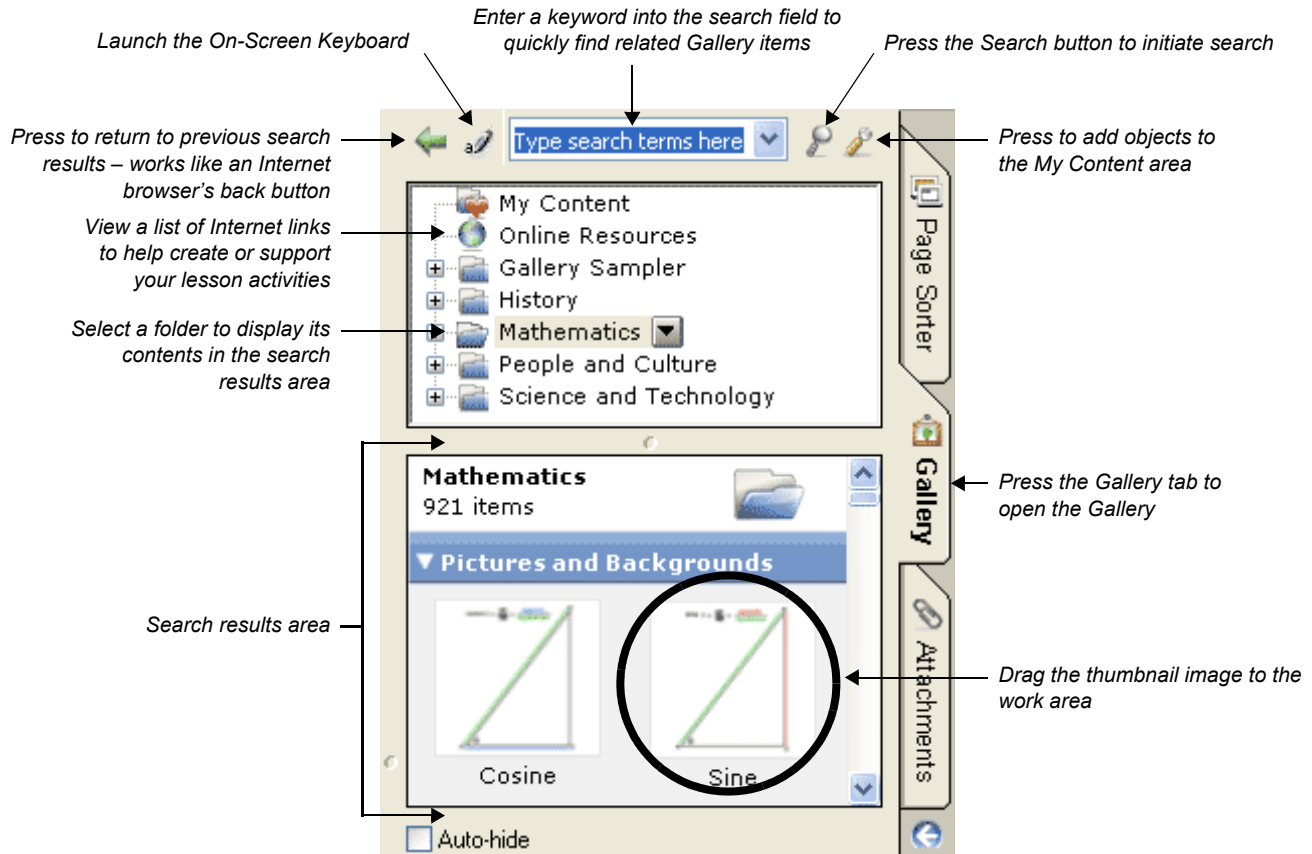
You can hide the tabs from view when you have finished working with them by checking the Auto-hide check box.



Working with Notebook Software Gallery Collections

What is the Notebook Software Gallery?

The Notebook™ software Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Macromedia® Flash® and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.



Searching for Gallery Content

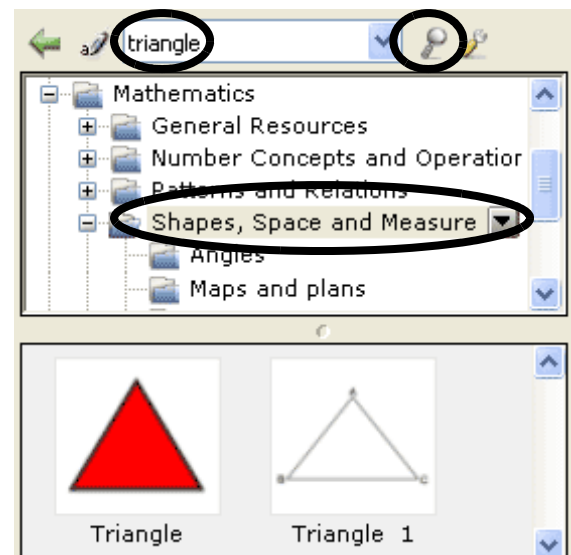
There are two ways to find Gallery content. You can browse through the Gallery collections and select a folder, or you can enter a keyword into the search field, as you would when using an Internet search engine.

If you were building a mathematics lesson activity about shapes, for example, you may decide to browse by topic for all Gallery items relating to *Shapes, Space and Measure*. However, if you were looking for a specific shape in the middle of class, you may want to type the keyword *triangle* into the search field to save time.

To look for Gallery items using the search field

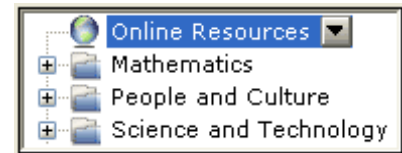
- 1 Press once inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the **Search** button to display your results

TIP: Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.



Using Online Resources

Select **Online Resources** to access a list of Internet links to lesson activities, curriculum standards, classroom resources or additional Gallery content. Instead of interrupting the flow of your presentation by leaving Notebook software, you can seamlessly launch a Web page with supporting content at the same time you deliver your material.



NOTE: You will require an active Internet connection and a Web browser to use Online Resources.

Viewing Search Results

Search results are graphically displayed as thumbnail images that match your search criteria. These thumbnail images, or Gallery items, are organized into four content types: Related Folders, Pictures and Backgrounds, Interactive and Multimedia, and Notebook Files and Pages.

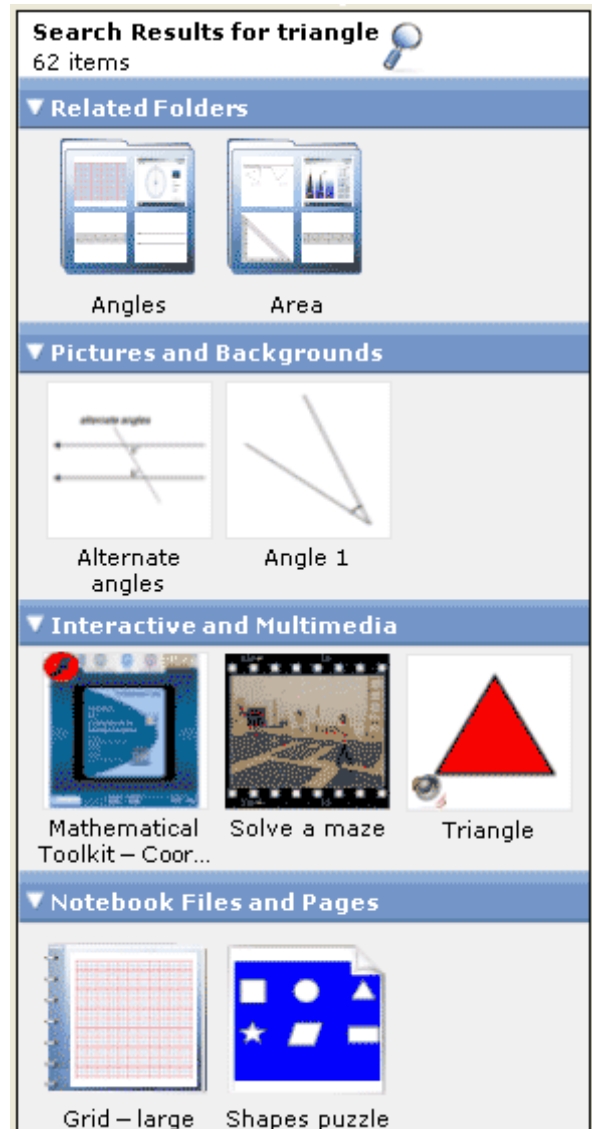
If you search for the keyword *triangle* for example, **Related Folders** will display all Gallery items associated with the keyword, providing you with additional content to help supplement learning activities. Double-press a folder thumbnail to view its contents.

The thumbnails displayed in **Pictures and Backgrounds** include clip art and photographs. Drag an item to the work area to use as part of a lesson or to modify its properties.

Interactive and Multimedia contains three types of content: Flash files, video files and objects with attached sounds. Items from this section of the Gallery are used to add rich media content to a lesson or presentation and engage reluctant learners with multimedia elements.

Additional content can be found in **Notebook Files and Pages**. Notebook file thumbnails are recognized by the coil binding on the left of the thumbnail image. Drag the thumbnail image to the work area to add a page or series of pages, such as a complete lesson activity, to your existing content. Notebook files will be inserted directly after the active Notebook page.

Notebook page thumbnails are identified by the folded edge in the top-right corner. Drag the thumbnail image to the work area to create a new page with a background for students to write over, such as an exercise in identifying shapes.



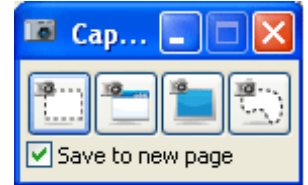
Collecting and Sharing Content with Notebook Software

Screen captures, images and files from other applications, such as Macromedia® Flash®, can be brought into Notebook™ software to help create engaging lesson activities and presentations. Save your completed file in Notebook file format to share with others in your workplace. You can also share your valuable content by exporting your Notebook file to HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.) in case your colleagues don't have Notebook software installed.

Using the Capture Toolbar





Use the Capture toolbar to capture a selected area of your screen, a window or a full screen of content directly into Notebook software. Your computer does not need to be attached to a SMART Board™ interactive whiteboard to use the Capture toolbar, but SMART Board software must be installed.

To collect content using the Capture toolbar, do the following:



Capture toolbar

- 1 Open Notebook software
- 2 Select **View > Screen Capture Toolbar** on the Notebook software menu to open the Capture toolbar
- 3 Navigate to the screen you want to capture, such as a Web page. The Capture toolbar will remain open over any active application or Web browser. There are four ways to capture content:

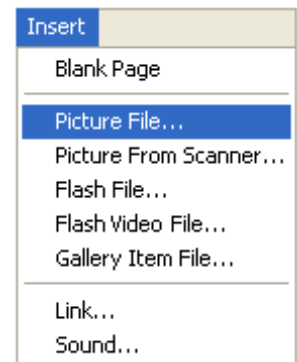
Button	Use this button to	Button	Use this button to
	Capture a rectangular area of the screen		Capture the entire screen
	Capture a particular window on the screen		Capture a freehand area of the screen

- 4 The captured image will appear on a page in your Notebook file

Using the Insert Menu

You have accumulated numerous pieces of content over the last several years of teaching. Now it's time to incorporate some of this material into your Notebook lesson activities. In particular, there's an image you want to use to enhance a specific learning opportunity in the classroom.

- 1 Open Notebook software
- 2 Select **Insert > Picture File** on the Notebook software menu to launch the Insert Picture File dialog box
- 3 Browse to the file's location and select it. Click **Open** to insert the picture into your Notebook file

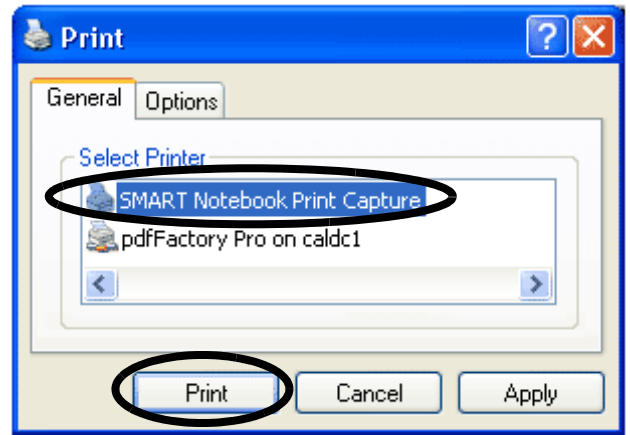


Using Notebook Print Capture

Notebook print capture allows you to add multi-page files from other applications like Microsoft Word and PowerPoint®, or even a long Web page, to a Notebook file. In other words, print capture is similar to printing to paper; one printed page is equal to one Notebook page.

- 1 Open a file you want to capture into Notebook software
- 2 Select **File > Print** from the application's main menu. The Print dialog box will appear. Select **SMART Notebook Print Capture** from your list of available printers
- 3 Press **Print** to capture the page as an image to a Notebook file. Notebook software will launch automatically if it's not open

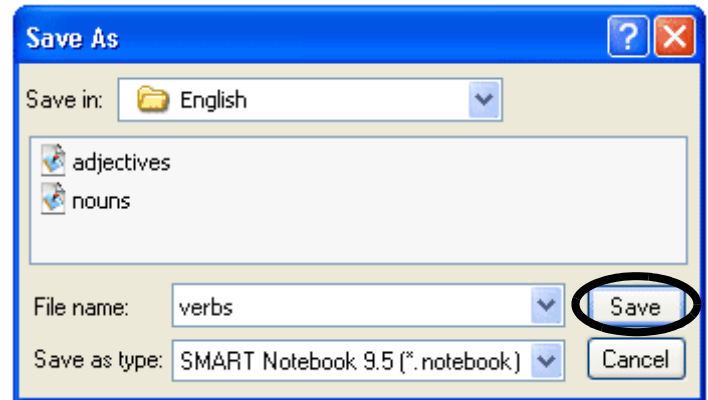
TIP: Occasionally, the image may appear blurry in your Notebook file. Select **View > Zoom > 100%** from the Notebook menu to clearly view the captured image in the Notebook work area.



Saving in SMART Notebook File Format

Save your current Notebook file for future reference or to share the file with others using Notebook software.

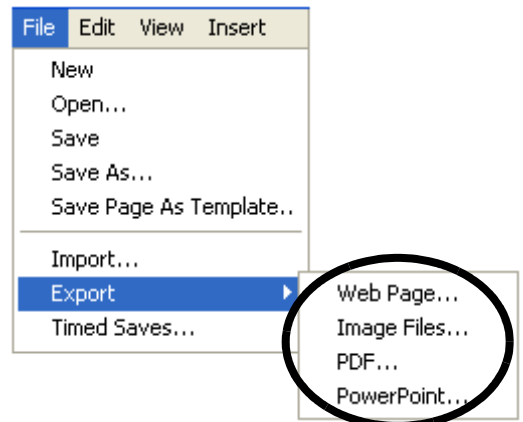
- 1 Select **File > Save** from the Notebook menu
- or**
- Select **File > Save As** to save revisions as a new Notebook file. Your original Notebook file will not be changed
- 2 The Save As dialog box will appear
 - 3 Browse to the location where you want to save your Notebook file
 - 4 Type a name of your file in the File name text field, then click **Save**



Exporting Your File as Other File Formats

Export files to share with colleagues who may not have Notebook software installed on their computers. You may also want to export your content to HTML for others to view on the Internet.

- 1 Select **File > Export** from the Notebook menu
- 2 Choose the file format to export your Notebook file to: HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.)



SMART Board Tools

The SMART Board™ Tools menu provides quick access to the functions that help you operate the SMART Board interactive whiteboard more effectively. In addition to basic functions such as the On-Screen Keyboard and Floating Tools, you will also find multimedia tools that allow you to create and present dynamic content.

Accessing SMART Board Tools

Press the **SMART Board** icon in the Windows Notification Area at the bottom right of your screen. The SMART Board Tools menu will appear.






If the SMART Board icon is not visible, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear in the bottom right of your screen.


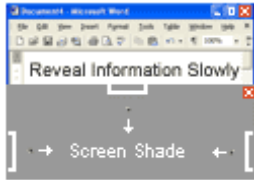

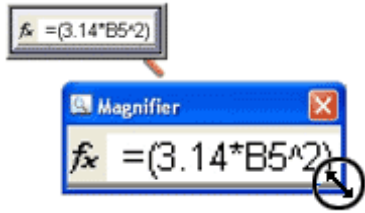

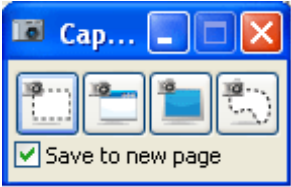

Using SMART Board Tools

The chart below outlines each of the options available on the SMART Board Tools menu. The touch sensitivity of your interactive whiteboard allows you to operate each of these tools with your finger.

Windows Notification Area SMART Board Tools menu



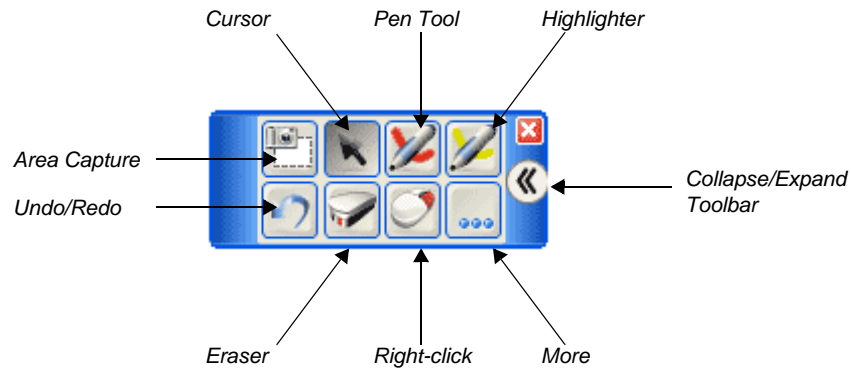
Selecting	Opens	Use this tool to
Notebook™ Software		Save notes written on your interactive whiteboard or at your computer as a series of pages. Search for objects stored in the Gallery, such as images, video and Macromedia® Flash® content. Export your Notebook file to HTML, PDF, PowerPoint (PPT) and image types such as JPEG, GIF, PNG and BMP.
Recorder		Record all actions that take place on your interactive whiteboard, such as training or workflow processes. Add audio with a microphone, control recording quality and video format and share your recording with colleagues.
Video Player		Write or draw over video during a presentation and capture a single video frame into Notebook software. Use SMART Video Player to play video files located on your computer or view content from a camera, VCR, CD-ROM or DVD.
Keyboard		Type or edit text in any application without leaving the interactive whiteboard.
Floating Tools		Quickly access the pen, highlighter, eraser and other frequently used tools. Take screen captures, undo or redo an action on your interactive whiteboard and customize the Floating Tools toolbar.










Selecting	Opens	Use this tool to
Instant Conferencing		Join or create a data conference over the Internet. Detailed information for using Bridgit is available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp .
Other SMART Tools > Screen Shade		Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
Other SMART Tools > Spotlight		Focus the attention of your audience to a specific part of the screen. Change the shape of your spotlight, set the transparency level of the shaded area or exit the spotlight view.
Other SMART Tools > Magnifier		Enlarge small text or images, such as a cell in a Microsoft Excel® spreadsheet to make them easier to see. Two windows will appear; the smaller window is used to select the area you would like to magnify, and the larger window displays the magnified view.
Other SMART Tools > Pointer		Use the Pointer to direct audience attention to an important piece of information on the screen.
Other SMART Tools > Screen Capture Toolbar		Enhance your lesson activity by capturing a selected area, window or a full screen grab from your desktop. The captured image will automatically appear as a page in your Notebook file.
Control Panel		Configure a variety of software and hardware options: adjust SMART Board Settings; orient your SMART Board; personalize the pen tray; connect to a new SMART Board; check for software upgrades; access the Help Center and manage Ink Aware applications, languages and wireless connections.

The Floating Tools Toolbar

The features you use most are literally at your fingertips with the Floating Tools toolbar.

To launch the Floating Tools, select the SMART Board™ icon located in Windows Notification Area at the bottom right of your screen, and choose **Floating Tools** from the SMART Board Tools menu.

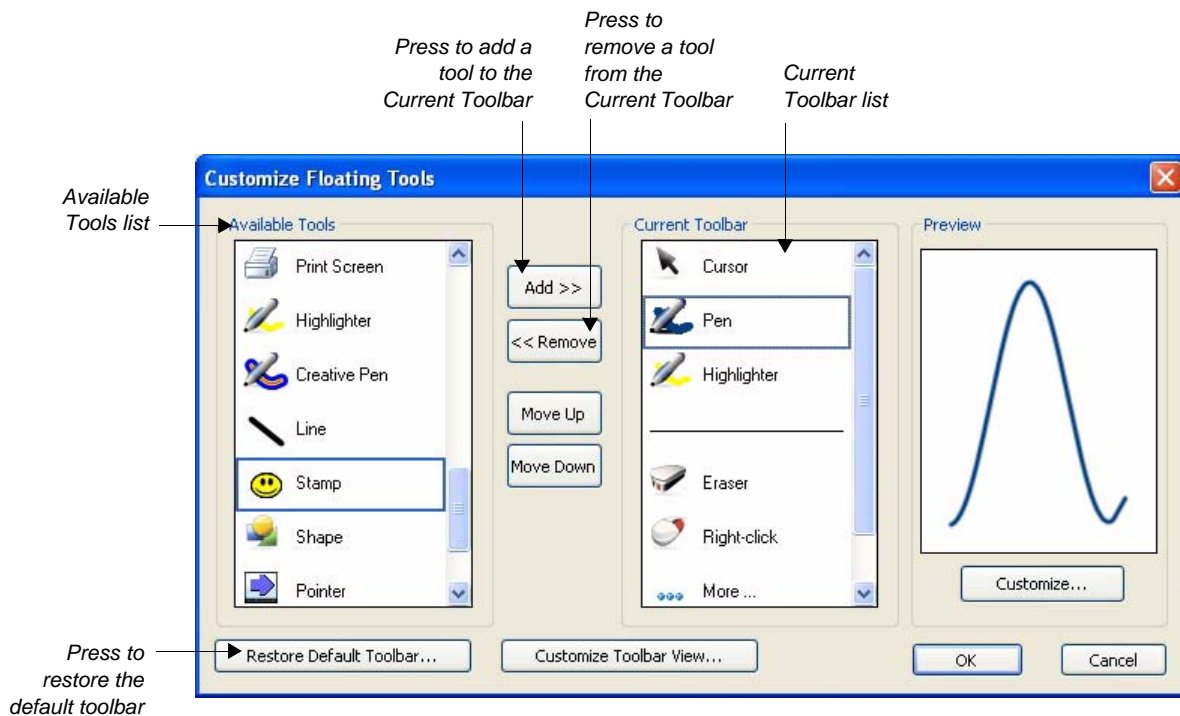


Button	Use this button to
	Capture an area of the screen into Notebook™ software
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink
	Highlight an area of the screen with translucent ink for emphasis
	Undo your previous action. This tool toggles between two states, Undo and Redo.
	Redo an action you cleared in error. This is the second of the two states mentioned above.
	Erase digital ink
	Make your next press on the interactive whiteboard a right-click
	Open the drop-down menu to personalize toolbar functions

Customizing Floating Tools

Press the **More** button in Floating Tools and select **Customize Floating Tools** to choose from a variety of toolbar buttons. You can choose as many buttons as you like to fully customize Floating Tools with the buttons you need.

You can also add certain buttons multiple times. For example, if you are going to use different shapes in your presentation, you can customize a number of Shape buttons and add them all to Floating Tools.



To add a button, for example the Stamp tool, to the Floating Tools do the following:

- 1 Press the **More** button in Floating Tools, and select **Customize Floating Tools**
- 2 In the Customize Floating Tools dialog box, select the Stamp tool (look for the smiley face) from the Available Tools list (on the left side of the dialog box)
- 3 Press the **Add** button to add the Stamp to the Current Toolbar
- 4 Repeat the process to add as many of the available tools as you like

NOTE: To remove a tool, select a tool listed in the Current Toolbar, and press the **Remove** button. To restore the default Floating Tools, press the **Restore Default Toolbar** button.

SMART Board™ Start Center for the Microsoft® Windows® Operating System

Start Center is a compact, movable toolbar that contains your most frequently used SMART Board features and applications. You can also configure this toolbar to include any third-party software.

Opening the Start Center

To open the Start Center, press the **SMART Board icon**  in the Windows Notification Area at the bottom right of your screen, and select **Start Center** from the menu.

What Do the Buttons Do?

The Start Center buttons launch commonly used applications and tools..



Notebook™ software

Create a presentation that's full of colorful clip art, Macromedia® Flash® objects, graphics and text from a variety of sources.



SMART Recorder

Record everything you do on the interactive screen. If you have a microphone connected, you can also record a narration of your actions.



SMART Video Player

Play a video on your interactive screen, and write or draw over the video during a presentation.



SMART Keyboard

An on-screen, touch sensitive keyboard for the occasions in which you need to add text to an application or dialog box.



Floating tools

This versatile toolbar, including utilities such as on-screen Pen tools and an area capture button, can float over any open application on your interactive product.



SMART Board Control Panel

Configure your interactive product and SMART Board software. For example, you can change the characteristics of your Pen tools or change language settings.



Instant conferencing using Bridgit™ software

Bridgit conferencing software is a client/server application that lets you share applications and information with anyone, anywhere in the world.



Start Center Help

Searchable Help that answers any questions you have about the Start Center or any other SMART product.

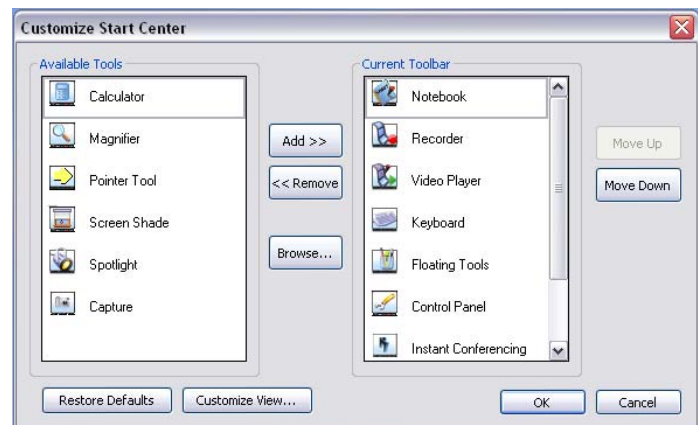


Press the **More** button for a number of other utilities, such as the Screen Shade, the Magnifier, the Spotlight and others, or to add and remove application buttons from the Start Center.

Customizing the Start Center

To customize the Start Center, press the **More** button and select **Customize Start Center**. For example, you can add a Screen Shade button to the Start Center and use it to gradually reveal information during presentations.

Press **Browse** to add unlisted applications to the Start Center, including third-party presentation software such as Microsoft PowerPoint®. To rearrange the order of the Start Center buttons, select an item press **Move Up** or **Move Down**.



Basic Functionality

Your school or company has just moved one of your SMART Board™ interactive whiteboards into a new room because you were unable to access the Internet from the old location. You will be the first person to use the interactive whiteboard in the new environment and will be showing everyone how to use the interactive whiteboard and the Internet together.

You have learned through experience that whenever a piece of technology gets moved, it's a good idea to test it before you deliver a lesson or presentation. The computer, SMART Board interactive whiteboard and projector appear to be working properly when you turn everything on. However, when you double-press the Internet browser icon on your desktop, your cursor appears a few inches away from your finger press.

Orienting Your SMART Board Interactive Whiteboard

You remember that when the projector or interactive whiteboard moves location, you should orient the SMART Board. This will tell the computer where the image of the desktop is being displayed on the surface of the interactive whiteboard.

- 1 To orient the interactive whiteboard, press and hold the **On-Screen Keyboard** button and the **Right Mouse** button simultaneously until the Orientation screen appears.

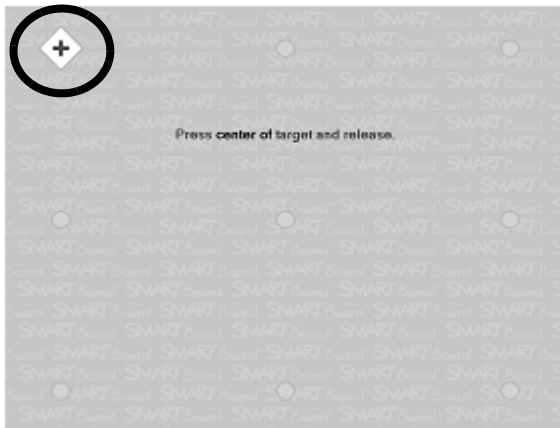


Pen-tray buttons



Pen-tray buttons

- 2 Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



Orientation screen

NOTE: The point is registered when you remove your finger, not when you first touch the Orientation screen.

Testing Basic Functionality on the Microsoft® Windows® Operating System

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

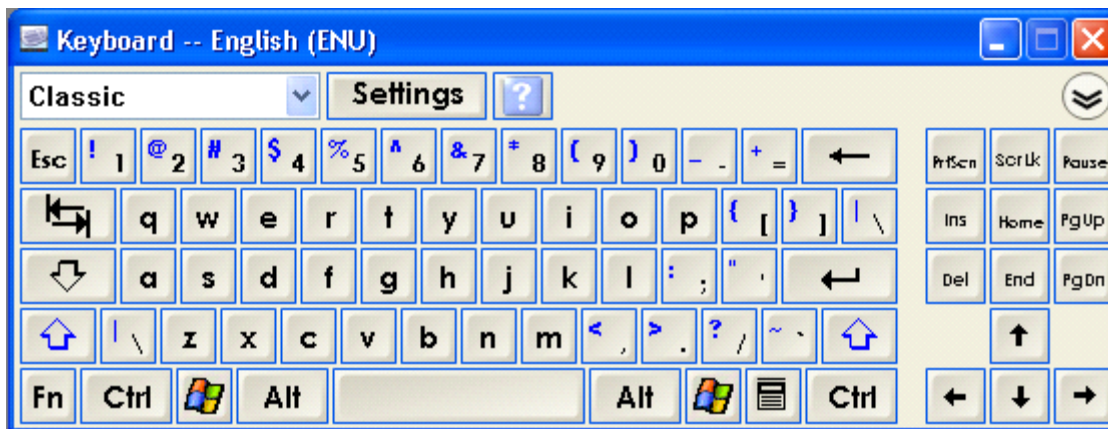
- 1 Using your finger, double-press on the Internet browser icon (e.g., Internet Explorer) to launch the Internet.
- 2 Press the **On-Screen Keyboard** button on the SMART Pen Tray.



- 3 Press once inside your Internet browser's address bar to select the website address.



- 4 Using the On-Screen Keyboard, type *www.google.com*.



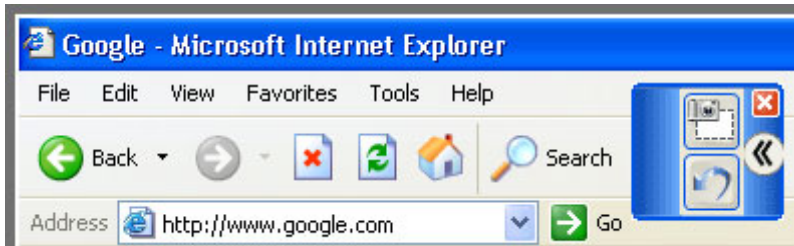
NOTE: The On-Screen Keyboard is a single point of contact; touch-typing or keystroke combinations are not possible.

- 5 Press the **Go** button beside your Internet browser's address bar.



- 6 You know you will be writing notes directly over the Google[™] Web page during your lesson or presentation to highlight key points.

Pick up a pen from the pen tray. You will notice the transparency layer appears, shown by a visible border around the desktop as a visual cue. The border indicates you can write on the desktop, and it remains in place until all pens and the eraser have been returned to the pen tray and you touch the SMART Board.



Transparency border appears

- 7 Using a pen, circle the browser's Back button.
- 8 Return the pen to the pen tray and touch the interactive whiteboard once to clear the circle around the browser's Back button. Press the **Click here to restore writing** icon at the bottom right of the screen to bring the circle back.



You have now confirmed that you can clear your notes by touching the interactive whiteboard, then restore your notes by pressing the **Click here to restore writing** icon.

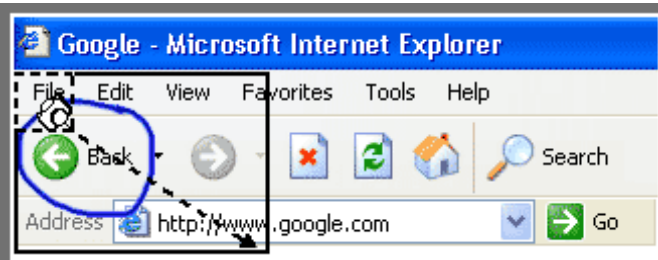
- 9 To ensure you will be able to capture and save important information for a future lesson or presentation, pick up a pen from the pen tray again. Press the **Area Capture** button on the Floating Tools toolbar.



Area Capture button

Floating Tools toolbar

- 10 Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the circle around your browser's Back button. Release your press to capture the image to Notebook[™] software.



NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.

- 11 Touch the screen once to clear the circle from your browser's Back button.
- 12 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



Congratulations

You have completed the *Basic Functionality Hands-On Practice*.

Lesson Planning and Delivery with Notebook Software

Before You Start

Before you begin your lesson, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. The SMART Board icon should be visible in the Windows Notification Area at the bottom right of your screen, indicating that your SMART Board software is running.



Windows Notification Area

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What Is Notebook Software?

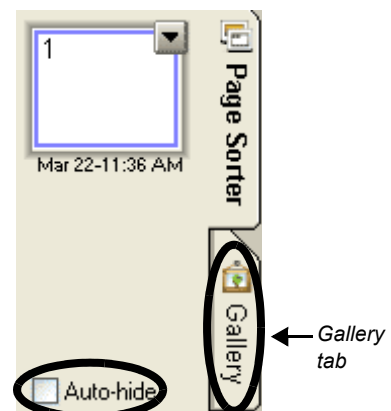
Notebook™ software is SMART's whiteboarding software. It acts as an electronic notebook to immediately capture and save notes and drawings written on the SMART Board or at your desktop computer. You can import graphics, text and multimedia elements into your Notebook file or export your Notebook file to HTML, PDF, PowerPoint or as a series of images.

Preparing Your Lesson

You will prepare a geography lesson activity that asks students to match North American countries to their flags. You can use the concepts outlined in this *Hands-On Practice* to prepare and deliver lessons in other subject areas.

- 1 Open a blank Notebook file
- 2 Press the **Gallery** tab on the right-hand side of the Notebook interface to search or browse collections of SMART's custom pages, clip art, Flash animations and video files. For this example, you search for flags of North America.

TIP: Deselect the **Auto-hide** check box to keep the Side Tab visible. This will provide you with easy access to the Page Sorter and Gallery tabs as you prepare and deliver your lesson.



3 Press the icon to the left of the search field to launch the On-Screen Keyboard

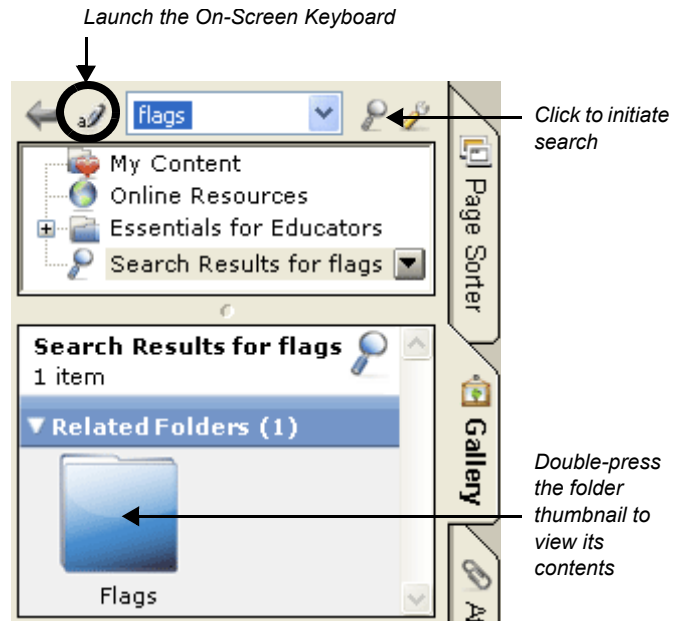
4 Type the keyword *flags* and press the **Search** button to initiate your search

5 Notebook software displays your search result(s) as a thumbnail image matching your search criteria. In this example, a folder named *Flags* will appear.

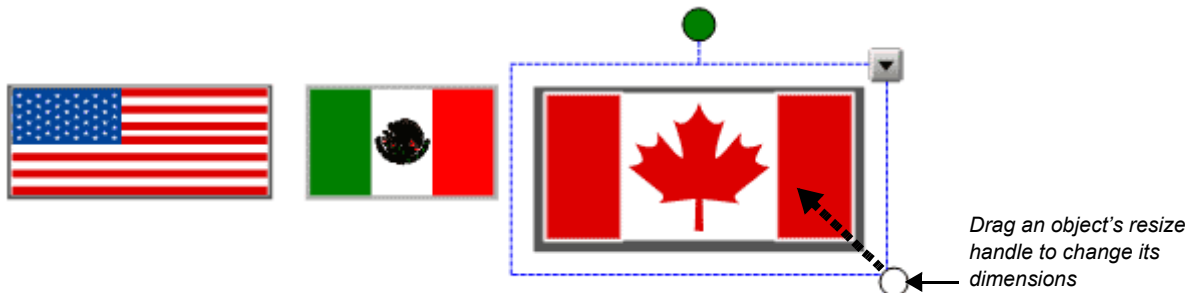
6 Double-press the folder thumbnail to view its contents

7 Scroll through the Gallery collection to find flags for the United States, Mexico and Canada. Drag each flag to the work area of your Notebook file.

TIP: You can double-press the flag's thumbnail image to quickly add it to your work area.



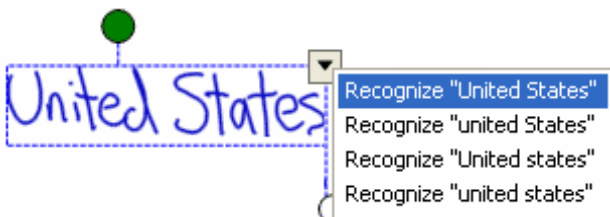
8 Resize each flag by diagonally dragging the resize handle. Ensure the flags are approximately the same size.



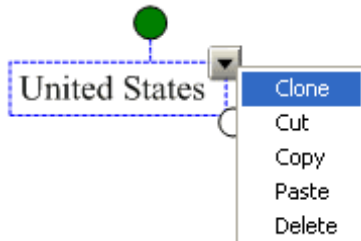
9 Align the flags horizontally

10 Write the name of each country in a different color

11 Select *United States*, for example, and choose the appropriate typed text from the object's drop-down menu. Convert Mexico and Canada from handwritten to typed text also.



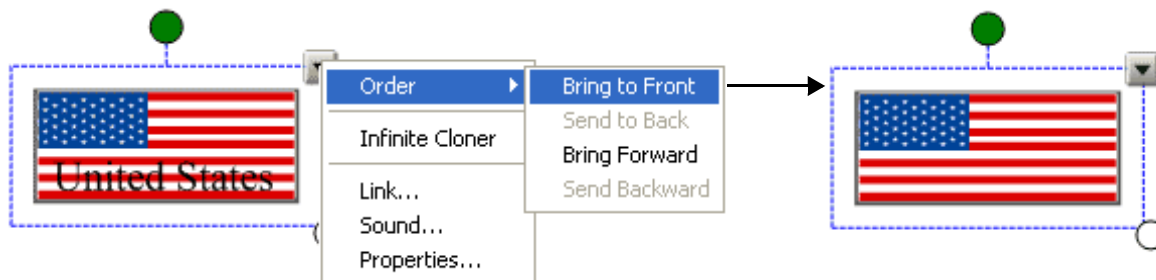
- 12 Select **Clone** from the object's drop-down menu to make a copy of the name of each country. There should be two country names for each flag.



- 13 Organize the names of each country so that one set of country names is placed in a vertical line on your work area. Drag the other country names over their corresponding flags.



- 14 Select the United States flag, for example, and choose **Order > Bring to Front** from the object's drop-down menu to cover the name *United States*. Complete this task for the Mexican and Canadian flags.



The United States flag is positioned behind the typed text

The United States flag is now positioned in front of the typed text

- 15 Press **File > Save** to save your Notebook file. Give your Notebook file a name and choose the location where you want to save it.

Using Your Lesson in the Classroom

After opening your saved Notebook file on the SMART Board interactive whiteboard, ask your students to drag the name of each country underneath its corresponding flag. Once the exercise is completed, remove the flags to reveal the correct answers.

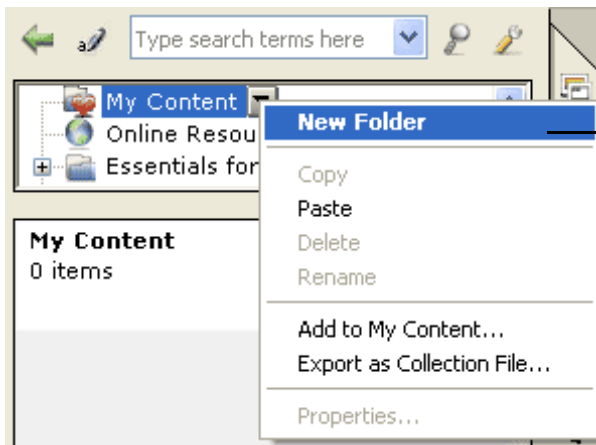
TIP: Select a fun setting from the Creative pen menu to add check-marks to correct answers.

You can add as many pages to your Notebook file as you need to create additional lesson activities, such as labeling continents or identifying capital cities on regional maps.

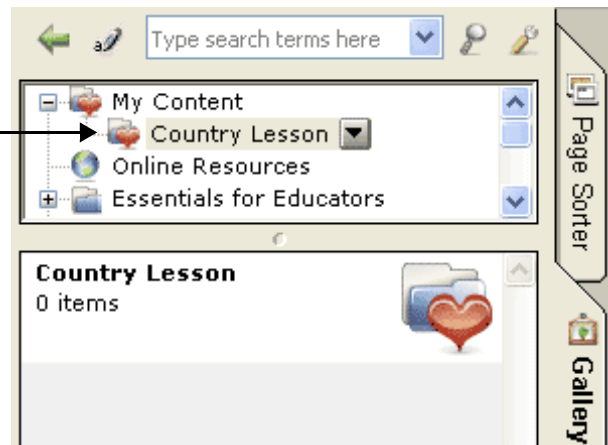
Preparing Your Lesson: Advanced Features

The My Content area is a Gallery collection reserved specifically for objects and lessons you have imported, captured or created, such as the lesson you just finished preparing. It's also a good place to store objects and lessons you use frequently or want to share with your colleagues.

- 1 Open your geography lesson
- 2 Select the **Gallery** tab. By default, the My Content folder is selected.
- 3 Press the My Content drop-down menu and choose **New Folder**
- 4 Launch the On-Screen Keyboard and type *Country Lesson*. You have now created an area where you can store all objects related to your geography lesson.

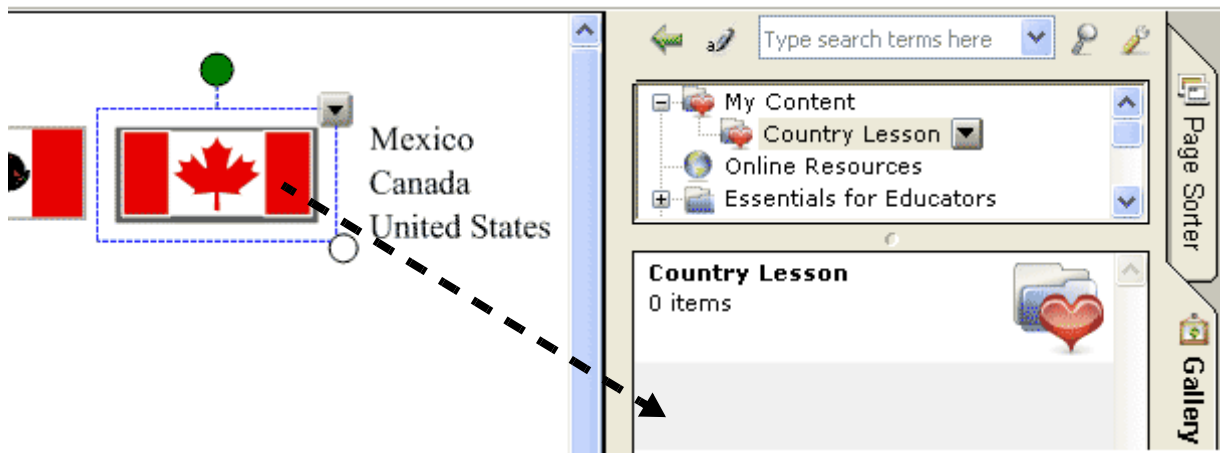


Create a new folder



Your new folder called Country Lesson appears under My Content

- 5 Drag each flag and country name into your new Gallery collection. Your new Gallery collection now contains nine individual Gallery items – one flag and two names for each country.



- 6 Select the **Page Sorter** tab. Insert a blank Notebook page by pressing the **Blank Page** button on the Notebook toolbar.



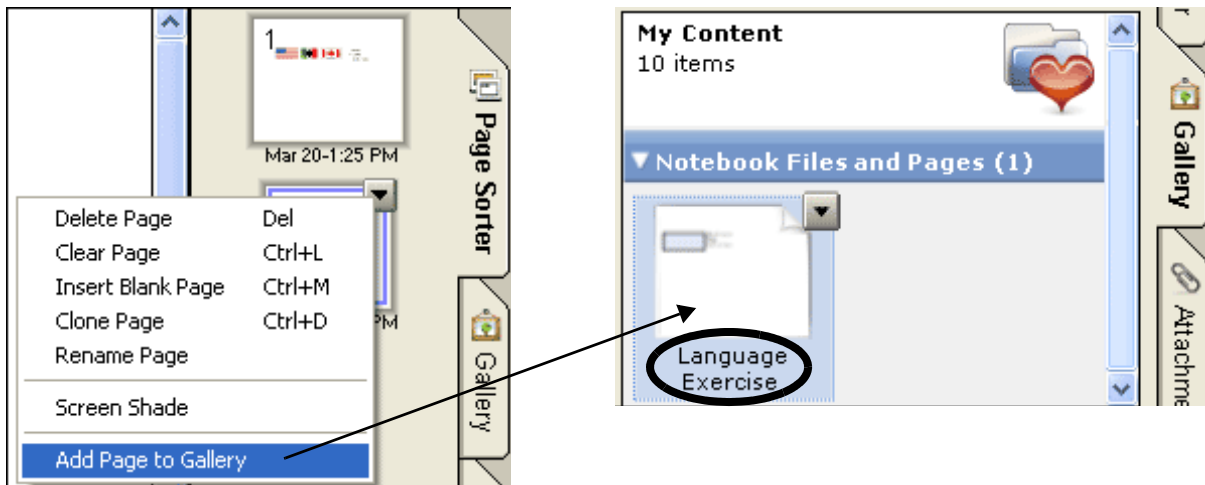
Hands-On Practice

- 7 From the Shapes drop-down menu on the Notebook toolbar, select the square. Position your cursor on the left side of your work area and draw a large rectangle.
- 8 Select the **Pointer** tool from the Notebook toolbar. Fill the rectangle with color by selecting the rectangle then choosing **Properties** from the object's drop-down menu.
- 9 To the right of the rectangle, write or type *Official Languages:* and below this write or type *English, Spanish, English and French.*



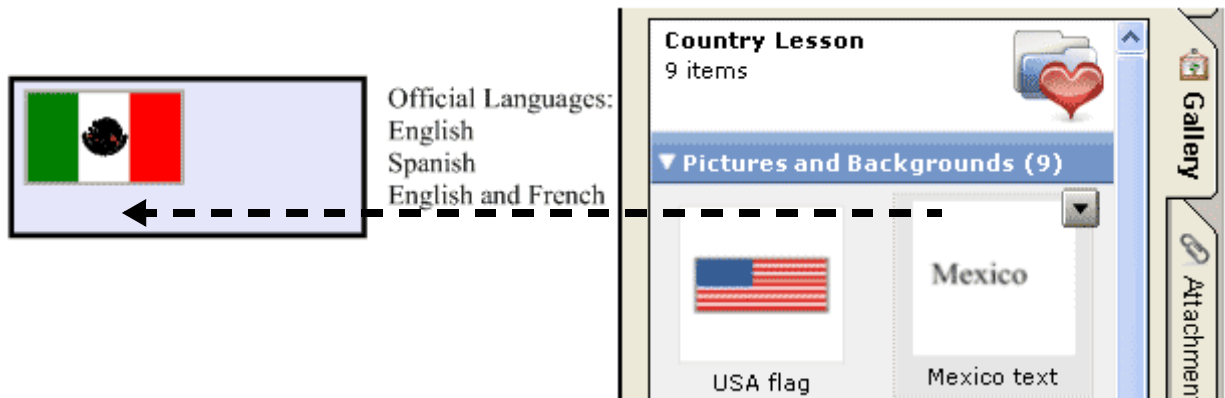
Official Languages:
English
Spanish
English and French

- 10 Press the page thumbnail's drop-down menu in the Page Sorter tab. Select **Add Page to Gallery** to place the entire Notebook page into the My Content area of the Gallery collections. This gives you quick and easy access to Notebook pages for lesson planning and delivery.



TIP: Name your new Notebook page *Language Exercise* so you can organize your Gallery items into meaningful groups.

- 11 Drag the Mexican flag from the My Content area to the top left corner of the rectangle you created in step seven. Then drag the word *Mexico* to sit directly below the flag.

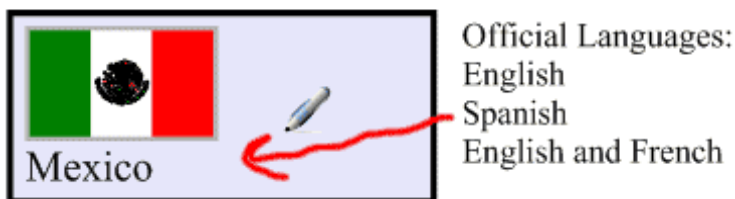


- 12 Drag the Language Exercise page you created in step 10 to the work area of your Notebook file. This will automatically insert a new Notebook page directly after the active Notebook page.
- 13 Repeat steps 11 and 12 using the Canadian and United States flags and associated text
- 14 Press **File > Save** to save your Notebook file

TIP: Share your geography lesson with other colleagues using the SMART Board interactive whiteboard in the classroom. Select **Export as Collection File** from the My Content drop-down menu to distribute your electronic file.

Using Your Lesson in the Classroom

Invite your students up to the SMART Board interactive whiteboard to draw an arrow from the official language text to the corresponding flag using the Line tool or a pen from the pen tray. You can hide the correct answers behind the rectangle or flags.



Congratulations!

You have completed the *Lesson Planning and Delivery with Notebook Software on a SMART Board Interactive Whiteboard Hands-On Practice*.

Using Notebook Software in the Office

Before You Start

Before you begin your meeting, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. The SMART Board icon should be visible in the Windows Notification Area at the bottom right of your screen, indicating that your SMART Board software is running.



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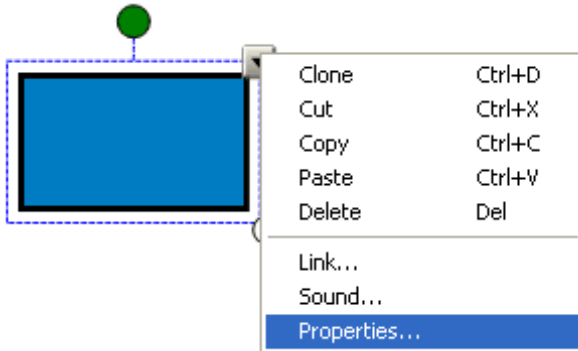
Preparing Your Meeting Template

As a corporate professional, you want to use the SMART Board interactive whiteboard during in-house and client meetings to show that you are technically savvy – not to mention that it's a great way to collaborate on issues and brainstorm new ideas. All meetings take place in the main boardroom where your SMART Board interactive whiteboard is located. In this *Hands-On Practice*, you will create a standard template on your desktop computer to prepare for an upcoming meeting discussing a workflow issue.

- 1 Open Notebook software
- 2 Select the square from the **Shapes** drop-down menu on the Notebook software toolbar. Position your cursor at the bottom of the Notebook page and drag it across to draw a rectangular shape.



- 3 Select the **Pointer** tool from the Notebook software toolbar. Click on your rectangle and select the object's drop-down menu in the upper-right-hand corner of the shape. Choose **Properties** and change the Fill Color to blue, then click **OK**.

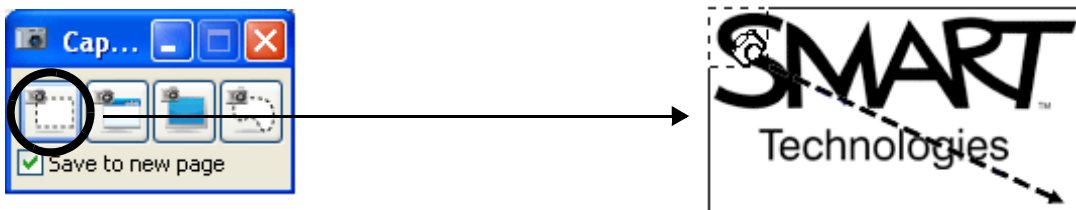


- 4 Click the **Capture** button on the Notebook software toolbar to launch the Capture toolbar. Open your corporate Internet or Intranet site. The Capture toolbar will float over your Internet browser.

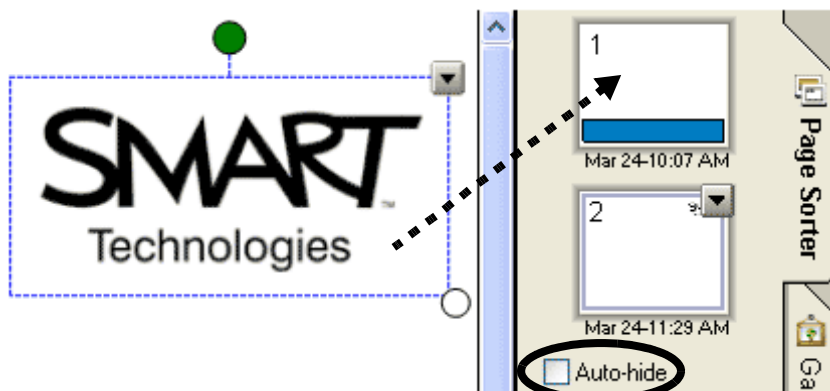


NOTE: For this exercise, SMART's corporate logo will be used.

- 5 Select the **Area Capture** button. Click and drag your cursor to outline your company's logo. Release pressure once the area has been selected. Your selection will be captured as a graphic and placed directly into your Notebook file. It will appear on a new Notebook page.

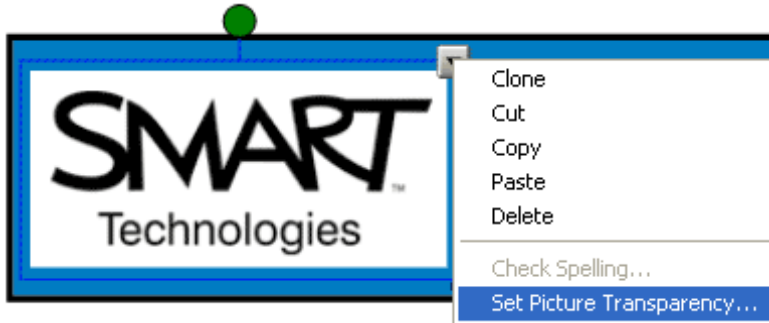


- 6 Return to your Notebook file and drag your logo to the Notebook page on which you drew the rectangle

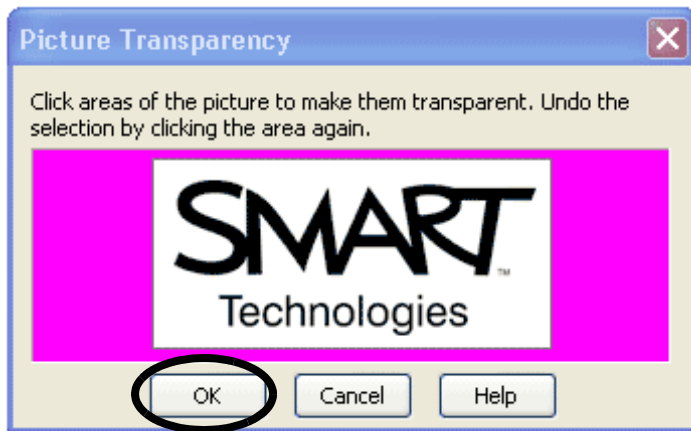


NOTE: If the Page Sorter tab closes before you can drag the logo to the first Notebook page, deselect the **Auto-hide** check box to keep it visible.

- 7 Select the Notebook page containing the blue rectangle and logo. Drag the logo to the bottom left corner of the page so that it is positioned over the rectangle.
- 8 Click on the logo and select the drop-down menu. Choose **Set Picture Transparency**. The Picture Transparency dialog box will appear.

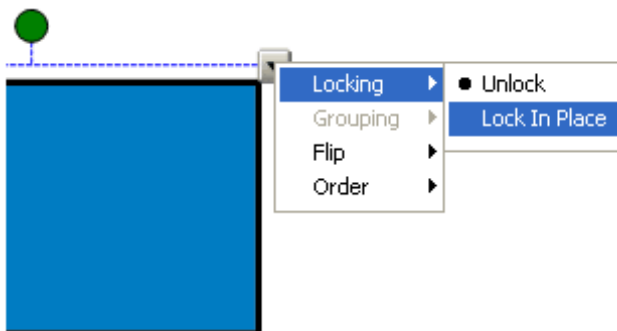


- 9 Select the white background of the logo to make it transparent against the blue rectangle. Click **OK**.



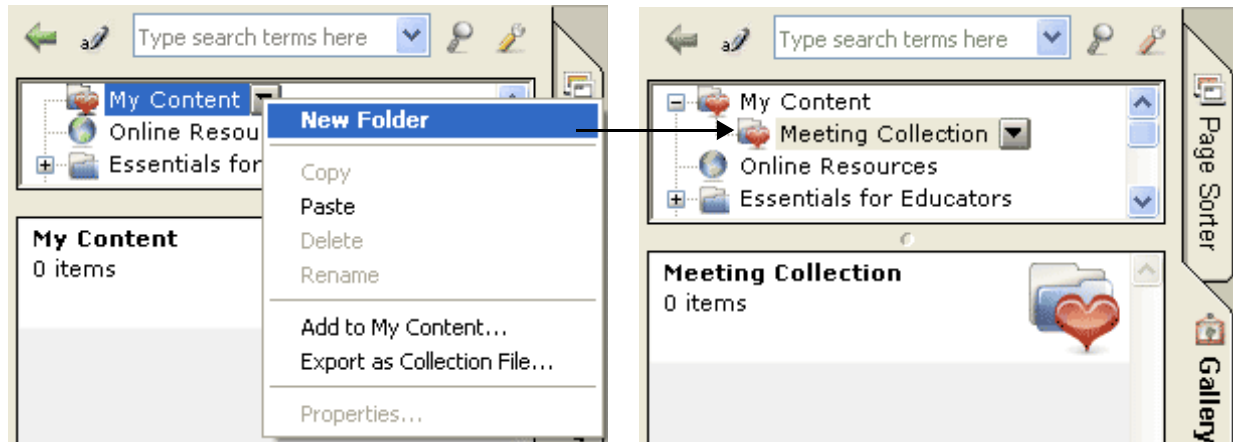
Logo with transparent background

- 10 Click on the blue rectangle and select the object's drop-down menu. Choose **Locking > Lock in Place**.



- 11 Click on the logo and select **Locking > Lock in Place**. This will keep the graphics consistent and in the same position at the bottom of the Notebook page.
- 12 You know the majority of presentations will be more than one page, and you want to use this template on every page created. Select the **Gallery** tab. By default, the My Content folder is selected.

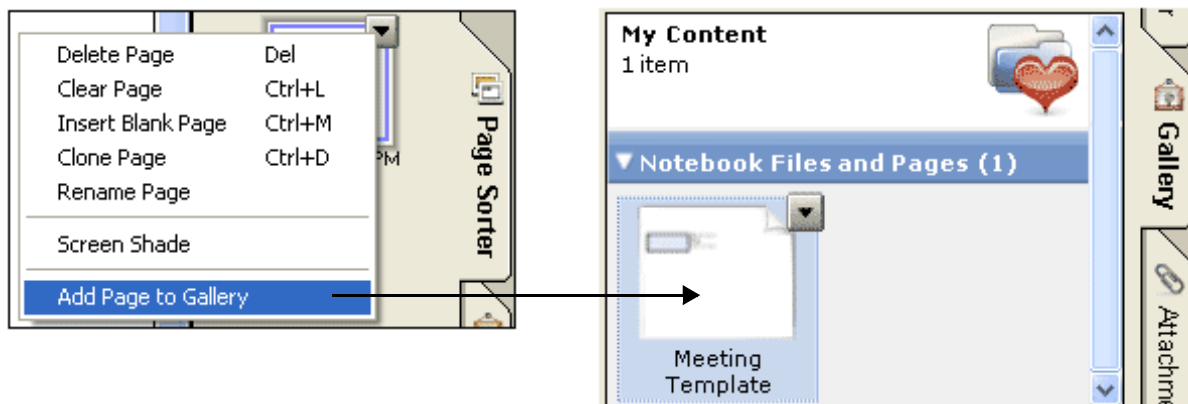
- 13 Select the My Content drop-down menu, choose **New Folder** and name it *Meeting Collection*



Create a new folder

Your new folder called Meeting Collection appears under My Content

- 14 Click on the **Page Sorter** tab, then click on the page's drop-down menu. Select **Add Page to Gallery**. Your meeting template is now stored in the My Content area of the Gallery Collections. Any items you collect in the My Content area of the Gallery will remain on the computer you are using – in this case, your desktop computer.

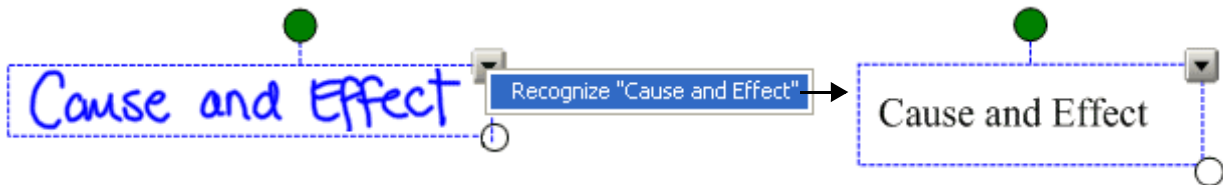


- 15 Click **File > Save** on the Notebook software menu to save your Notebook file. Name your file, and choose the location where you want to save it.
- 16 Click **File > Save Page As Gallery Item** on the Notebook software menu and save the template on the company's computer network. Name the file *Meeting Template*. Your colleagues can now access the template from the main boardroom's computer, for example, for future meetings and impromptu presentations.

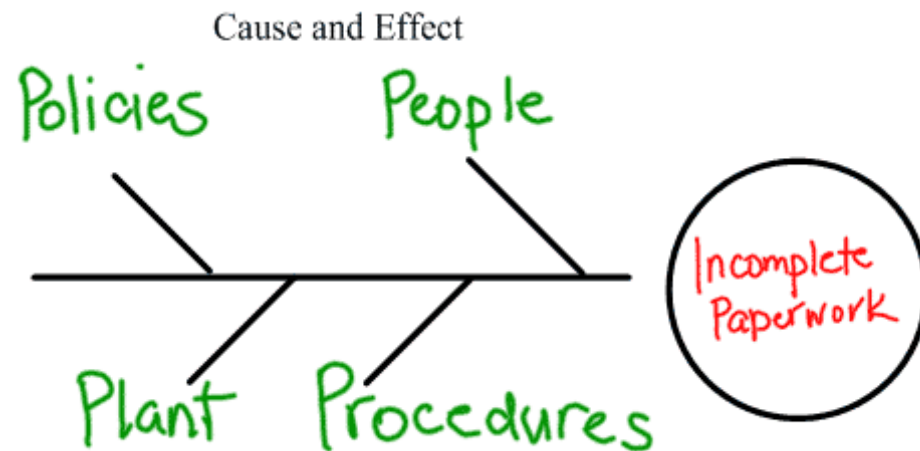
How Would I Use My Template?

Now that you have created the template, you and your colleagues can use it every time you create a presentation or lead a brainstorming session on the interactive whiteboard in the main boardroom. These next steps will show you an example of how to use the drawing tools and your template together by creating a cause-and-effect diagram to address a workflow issue mentioned earlier. You will be delivering this session on a SMART Board interactive whiteboard.

- 1 Double-press the Meeting Template file you saved on the company's computer network to launch Notebook software. Your blue rectangle and logo will appear on the first Notebook page in the Page Sorter tab.
- 2 Select **Clone Page** from the Notebook page's drop-down menu to create extra Notebook pages in your presentation.
- 3 Use a pen from the pen tray to write *Cause and Effect* on the work area. Select the written text and choose the appropriate typed text from the object's drop-down menu. Resize and center the words so the page can act as your title page.



- 4 Use the **Line** tool in the Notebook software toolbar to draw a horizontal line and four connecting lines.
TIP: Hold down the Shift key while pivoting a line to make the line snap in place every 45 degrees.
- 5 Use the **Shape** tool to draw a circle at the head of your diagram, and write *Incomplete Paperwork*. This is the effect of the workflow issue that needs resolution.



- 6 Continue brainstorming around the workflow issue and write down all the possible causes of the incomplete paperwork.
- 7 Press **File > Save** to save your Notebook file.

Congratulations!

You have completed the *Using Notebook Software in the Office Hands-On Practice*.

Ink Aware and Microsoft Word in the Classroom

Before You Start

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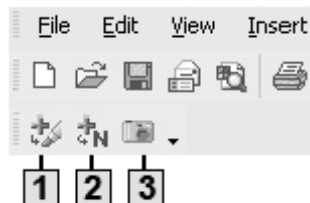
What Is Ink Aware?

Ink Aware integrates SMART Board software with many types of applications, including Microsoft Word, Excel® or PowerPoint®. When you use an application that is ink aware, whatever you write or draw on your interactive whiteboard becomes embedded in the file, rather than an external note created over the file.

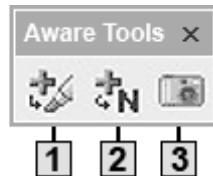
SMART Aware Toolbar

When using Microsoft Word with your interactive whiteboard, you will notice three new buttons appear; they may be integrated with the current Word toolbar or separated as a floating toolbar.

Integrated with Word toolbar



Separated as floating toolbar



- 1** Press to insert your drawings or writing as an image directly into your document
- 2** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook™ software

If you do not see either of these toolbars, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Word.

Preparation

Create a short, two-question quiz. In a real-world example you would open a quiz prepared in advance.

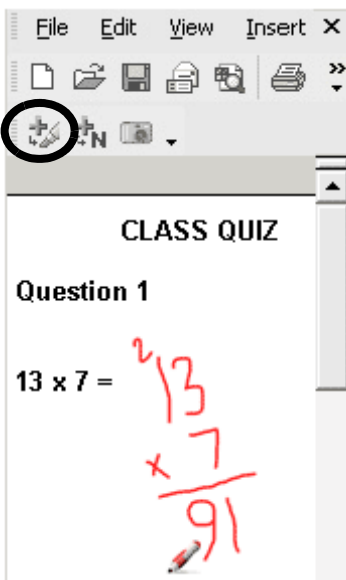
- 1 Open a blank document in Microsoft Word.

- 2 Type a mathematical equation using your computer's keyboard – for example $13 \times 7 =$. Press the **Enter** key several times to give your students space to show their work.
- 3 Type *Complete the following sentence with either "who" or "whom"*. Press the **Enter** key twice, then type *Now is the time for all good men to come to the aid of*.

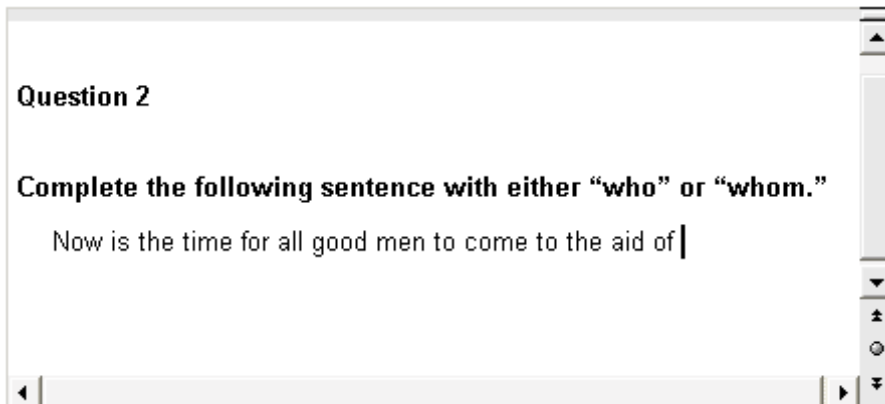
Using Ink Aware in the Classroom

Your class has just completed the quiz you created in Microsoft Word. Now you would like to review the answers as a group.

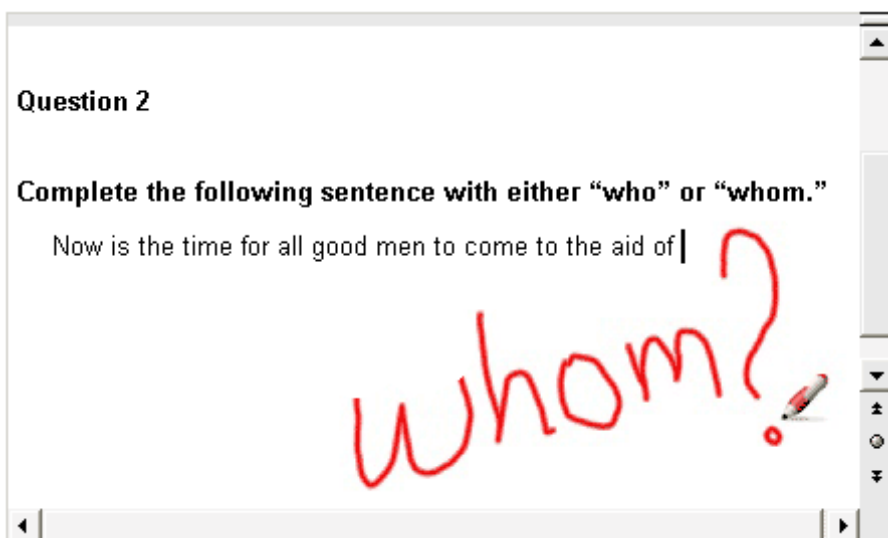
- 1 Show your class how to best display their work when answering the multiplication equation. Use a pen from the SMART Pen Tray to demonstrate how to arrive at the correct answer on the interactive whiteboard. Put the pen back in the pen tray and press the **Insert as Image** button to add the answer to your Word file.



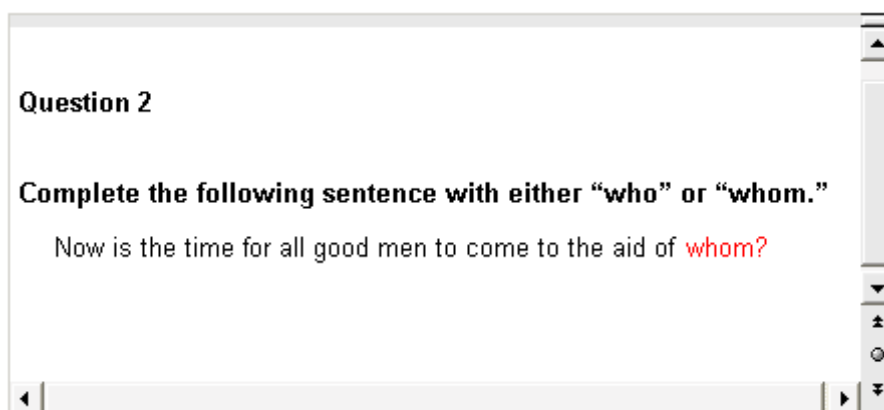
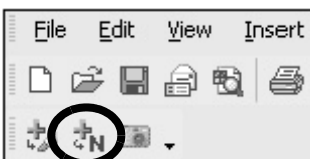
- 2 Move to the next quiz question. Discuss with your class when to use the word *who* versus *whom* in the sentence.
- 3 Touch the interactive whiteboard to place the cursor at the end of the sentence.



- 4 Use a pen from the pen tray to write the correct answer on the interactive whiteboard.



- 5 Press the **Insert as Text** button to convert the correct answer to text. The text will appear at the cursor point and in the same color as the digital ink it was written in.



- 6 Save your document in Microsoft Word. Now you can e-mail or print copies and distribute the answers to your students.

Congratulations!

You have completed the *Ink Aware and Microsoft Word in the Classroom Hands-On Practice*.

Ink Aware and Microsoft Excel in the Office

Before You Start

Before you begin your meeting, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

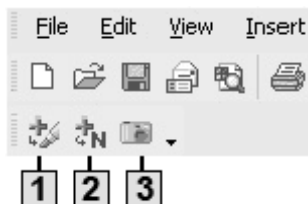
What Is Ink Aware?

Ink Aware integrates SMART Board software with many types of applications, including Microsoft Word, Excel® or PowerPoint®. When you use an application that is ink aware, whatever you write or draw on your interactive whiteboard becomes embedded in the file, rather than an external note created over the file.

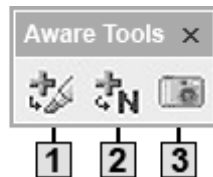
SMART Aware Toolbar

When using Microsoft Excel with your interactive whiteboard, you will notice three new buttons appear; they may be integrated with the current Excel toolbar or separated as a floating toolbar.

Integrated with Excel toolbar



Separated as floating toolbar

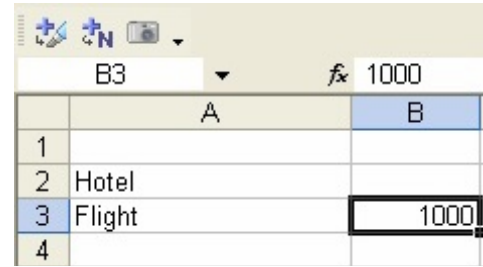


- 1** Press to insert your drawings or writing as an image directly into your spreadsheet
- 2** Press to convert your writing as typed text directly into your spreadsheet. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook™ software

If you do not see either of these toolbars, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Excel.

Preparation

- 1 Open a blank spreadsheet in Microsoft Excel.
- 2 Type *Hotel* in cell A2 on your computer's keyboard.
- 3 Type *Flight* in cell A3.
- 4 Type *1000* in cell B3.

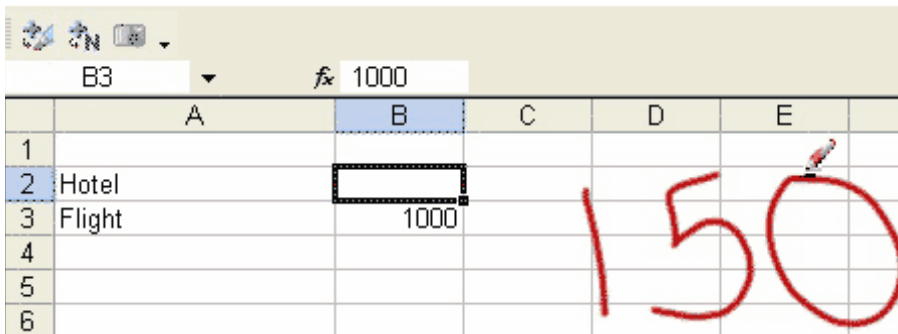


	A	B
1		
2	Hotel	
3	Flight	1000
4		

Using Ink Aware in the Office

Assume you and your colleagues are attending a conference in the near future. As a group, you prepared a travel request outlining the anticipated expenses. This request will be presented to the accounting department for approval.

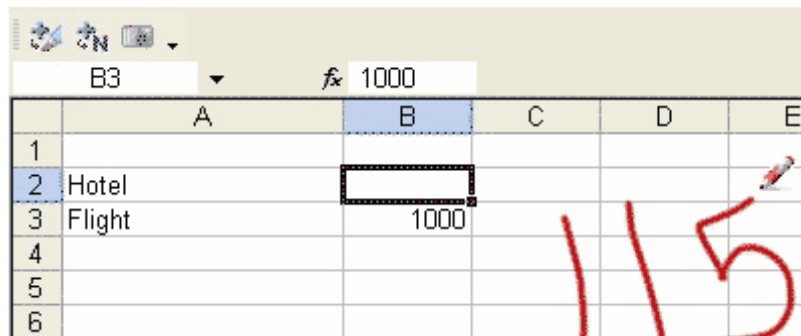
- 1 One group member states the hotel will cost \$150 per night. Press the cell in the spreadsheet to highlight where the cost will be placed. Pick up a pen from the SMART Pen Tray and write *150* on the interactive whiteboard.



	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					

150

- 2 Another group member declares the corporate rate for the hotel is only \$115 per night. Put the pen back in the pen tray and press once on the interactive board to remove *150*; then, press the cell in the spreadsheet to highlight where the new cost will be placed. Now, write *115*.

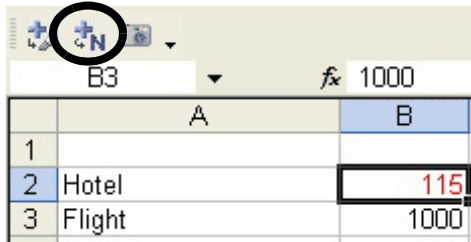


	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					

115

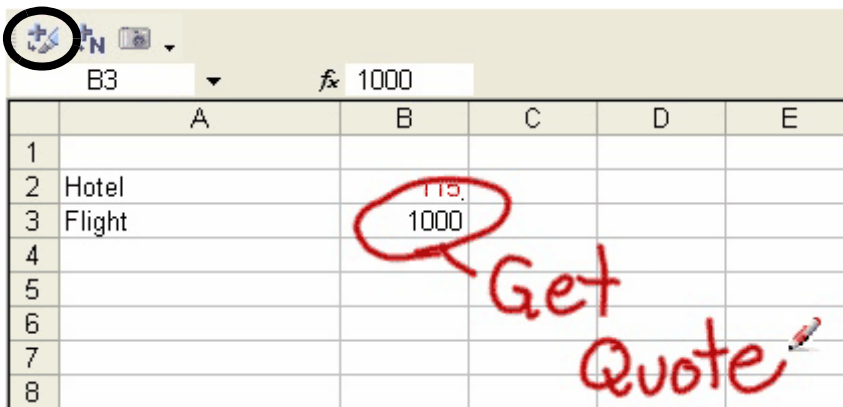
Hands-On Practice

- 3 Press the **Insert as Text** button to add the hotel rate into the highlighted cell. Your text is inserted into the spreadsheet and will appear in the same color as the digital ink it was written in.



	A	B
1		
2	Hotel	115
3	Flight	1000

- 4 Finally, your team lead suggests that you get a minimum of three price quotes for flight. Circle the flight cost in cell B3 and write *Get Quote*. Press the **Insert as Image** button to insert your note as an image into your spreadsheet.



	A	B	C	D	E
1					
2	Hotel	115			
3	Flight	1000			
4					
5					
6					
7					
8					

- 5 Save your spreadsheet as a Microsoft Excel file. Now you can update the travel request with your group's notes and e-mail it to the accounting department for approval.

Congratulations!

You have completed the *Ink Aware and Microsoft Excel in the Office Hands-On Practice*.

Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard

When you use Microsoft® PowerPoint® software in conjunction with a SMART Board™ interactive whiteboard, presentations become more collaborative and relevant to your audience. As a presenter, you can record audience feedback, make notes, add diagrams and save your work directly into your PowerPoint file or into Notebook™ software.

Before You Start

Before you begin your presentation, ensure your computer is turned on and the SMART Board interactive whiteboard is connected and oriented. The SMART Board icon should be visible in the Windows Notification Area at the bottom right of your screen, indicating that your SMART Board software is running.



Windows Notification Area

If the SMART Board icon is not visible, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear in the Windows Notification Area.

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Slide Show Toolbar

The Slide Show toolbar automatically appears when you are viewing your PowerPoint presentation as a slide show with your interactive whiteboard.

Slide Show Toolbar



- 1** Press to go to the previous slide in your presentation.
- 2** Press to open the Command Menu.
- 3** Press to go to the next slide in your presentation.

Preparation

Assume your supervisor has requested a brief presentation on the topic of productivity in the office. The preliminary work on your presentation requires you to incorporate feedback and suggestions from your colleagues. The final presentation will be presented to your supervisor.

A sample PowerPoint file is available at www.smarttech.com/media/trainingcenter/samplepresentation.ppt for this lesson. If this file opens in your Web browser, save it to your desktop and then reopen it.

Alternatively, open an existing PowerPoint presentation saved on your computer. The steps in this *Hands-On Practice* will still be applicable to you when using your own PowerPoint presentation with an interactive whiteboard.

Presenting on an Interactive Whiteboard

- 1 Select **View > Slide Show** to begin your presentation. The Slide Show toolbar automatically appears so you can navigate between slides.
- 2 Press the **Next Slide** button on the Slide Show toolbar to move forward one slide; then press the **Previous Slide** button to move back one slide.

TIP: You can go to the next slide of a PowerPoint presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.



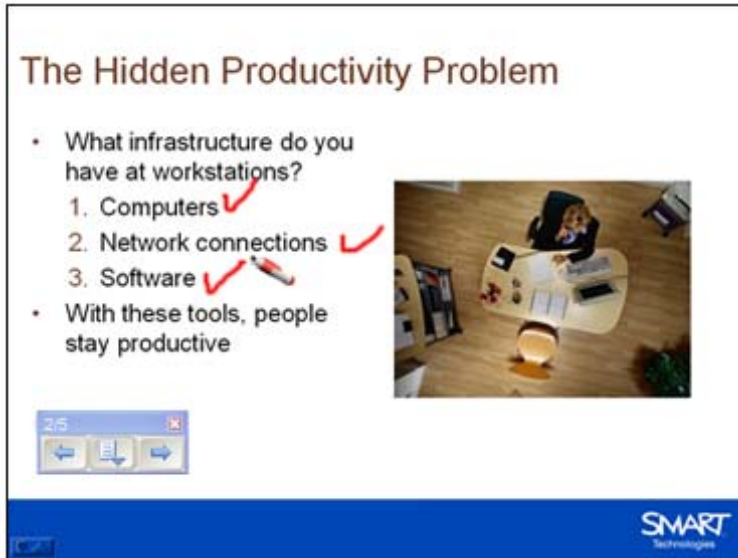
Press twice; a second press to the right will move to the next slide.



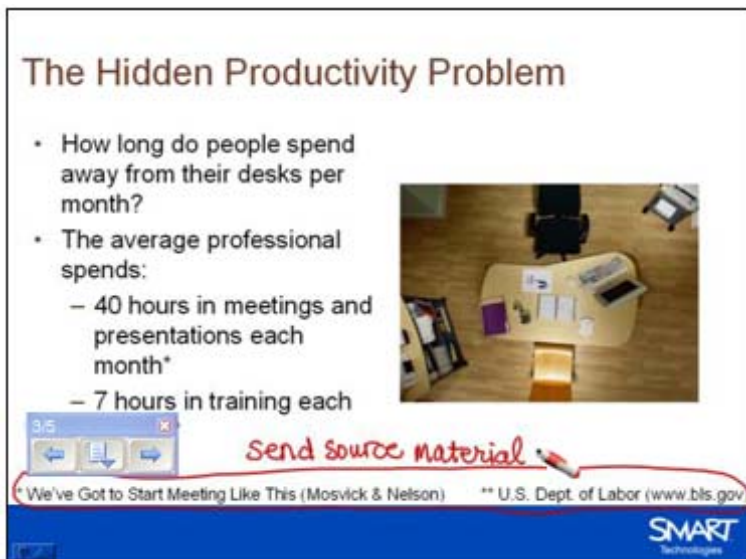
Press twice; a second press to the left will move to the previous slide.

- 3 Advance the slide show by pressing twice on the interactive whiteboard, remembering to make the second press to the right of the first.

- 4 For emphasis, you want to draw your audience's attention to the items listed on your PowerPoint slide. Pick up a pen from the SMART Pen Tray and place a check mark beside each point as you discuss it with your colleagues.

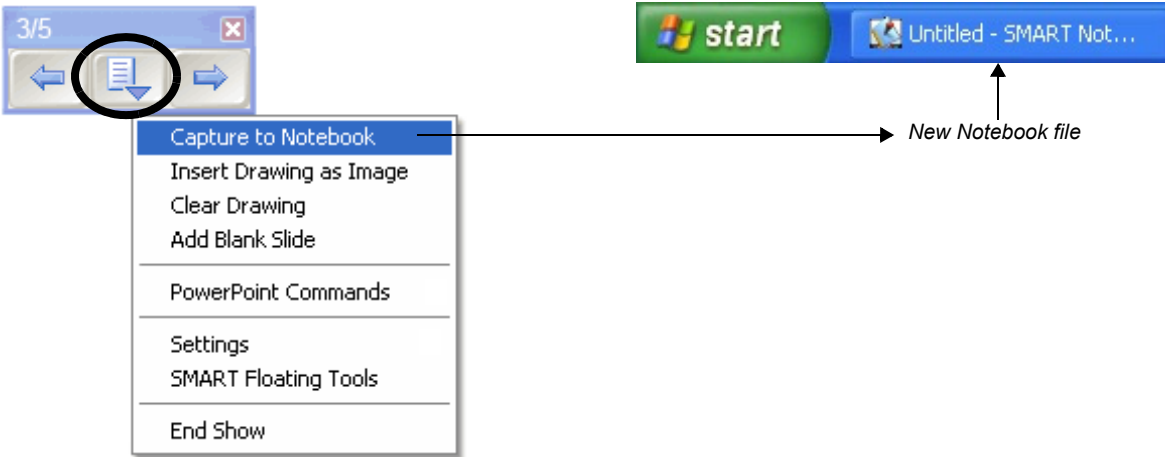


- 5 After the discussion, you decide to remove the check marks. Return the pen to the pen tray and touch the interactive whiteboard once with your finger to clear your notes.
- 6 Use the Slide Show toolbar, or press twice on the interactive whiteboard to advance to the next slide.
- 7 Your colleagues take interest in the statistics you referenced on your PowerPoint slide and ask you to send them the source material. Record their request as a note to remind yourself to get back to them later. Pick up a pen from the pen tray and write *send source material*.

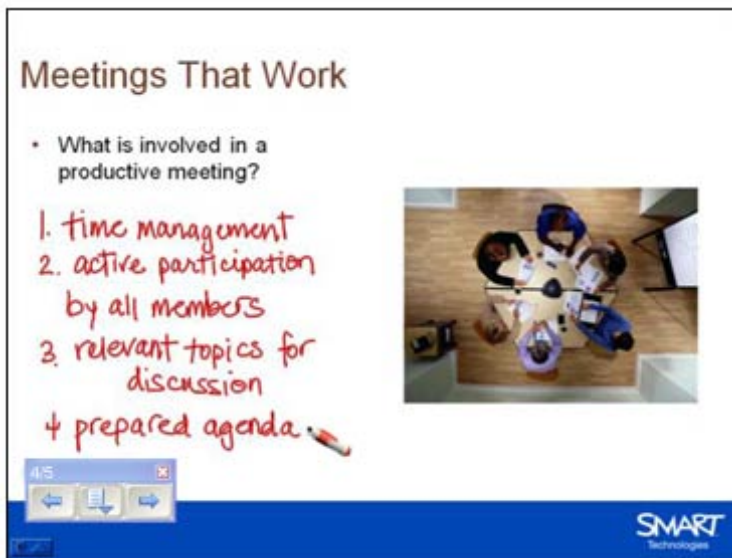


- 8 Return the pen to the pen tray.

- 9 Since you want to follow up on your note, but you don't want to save it as a permanent part of your presentation, press the **Menu** button on the Slide Show toolbar and select **Capture to Notebook** from the drop-down menu. Notebook software will open automatically and an image of your PowerPoint slide with your written reminder will be inserted into a new Notebook file.



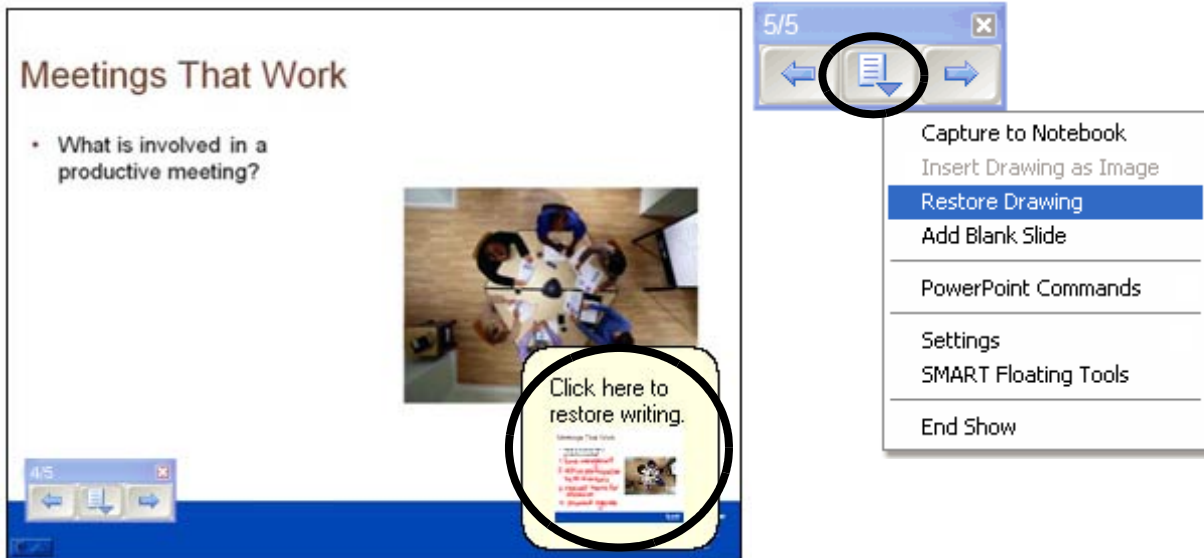
- 10 Now that your reminder has been captured to Notebook software, press once on the interactive whiteboard to erase your note from your PowerPoint presentation. Advance to the next slide.
- 11 The next slide in your presentation requires feedback from your colleagues. Pick up a pen from the pen tray, and record their suggestions.



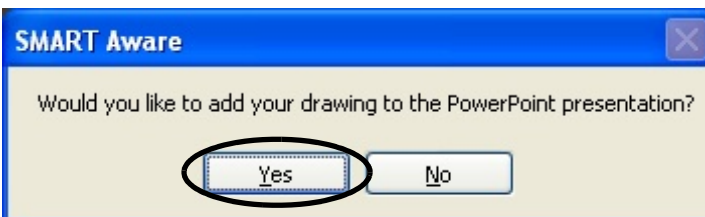
- 12 Oops! After putting the pen back in the pen tray, you accidentally bumped the interactive whiteboard and your notes disappeared. What if you had wanted to save that information?

Before you pick up the pen again, press the **Click here to restore writing** icon that appears in the bottom right corner of the screen. Your notes will reappear on the slide.

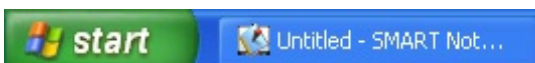
TIP: If the **Click here to restore writing** icon disappears from the interactive whiteboard, don't worry. Click the **Menu** button on the Slide Show toolbar and select **Restore Drawing**.



- 13 You are ready to end your presentation. Press the **Menu** button on the Slide Show toolbar and select **End Show** from the drop-down menu. Select **Yes** in the SMART Aware message box to add your notes to your PowerPoint presentation.



- 14 Select **File > Save** to save your notes into your original presentation, or select **File > Save As** to save to a new PowerPoint file. Close your presentation.
- 15 Now select the unsaved Notebook file created earlier in the lesson. Select **File > Save** to save your notes for future reference.



Congratulations!

You have finished the *Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard Hands-On Practice*.

Using the SMART Board

Brainstorming

- Give students time for brainstorming on a given topic. Record shared ideas and allow students to drag and drop ideas onto other thumbnail slides to group ideas.

Generating questions for research

- On the first slide in a Notebook file, record questions for research. Form a second slide titled "Right there" and a third "Inferencing Questions". As a scaffold tool for your students, drag and drop research questions from the first slide to one of the other slides indicating what type of question students will be researching.

Make your own background

- Have students design background slides (example - one of each kind of studied habitat). Insert animal clip art (from the Collections Gallery). Students drag and drop to thumbnail slides each animal to its habitat.

A picture's worth a thousand words

- Insert a picture into Notebook. Use it as a story starter, allow students to infer what is happening, or draw conclusions from the picture.

Group editing and sharing

- Errors and shared items are much easier to see on the SMART Board. Give students an opportunity to do the sharing and editing at the SMART Board.

Saving Notebook for future lessons

- Save the Notebook file for the continuation of future lessons, to revisit a KWL chart, or to allow absent students access to prior day's class notes.

SMART Ideas

- Use SMART Ideas to build graphic organizers and concept maps. Students participate in creating a web around studies content therefore making their own connections about the learned objectives.

Troubleshooting Tips

Archived SMART Tips, Center's SMART Board tips and ideas, can be found at <http://www.center.k12.mo.us/edtech/SB/SB.html>

Orienting the SMART Board

For precise, exact interaction with the SMART Board, you will need to orient the SMART Board. To do this either select "Orient" from the SMART Board tools or push the onscreen and mouse right click button on the electronic pen tray at the same time.

An inactive SMART Board

If the power light is **red**, try to reconnect the SMART Board by initiating the automatic SMART hardware detection by follow these steps:

1. Open the SMART Board tools and select Control Panel.
2. From the Control Panel, make sure the Boards tab is selected. Then under "Serial Ports" select "Connect".
3. Then select "Detect SMART Hardware".

Upsidedown image

1. Select "Menu" from the remote control for the projector.
2. Use down arrow to select "Option 2".
3. Use down arrow to scroll to "Desk/Ceiling". Use the left arrow to select "Ceiling".

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Center School District

Integrating the SMART Board into your classroom



Contact information

- Colleen McLain
cmclain@center.k12.mo.us
(816) 349-3357
- Bruce Rehmer
brehmer@center.k12.mo.us
(816) 349-3451
- Jim Meckel
jmeckel@center.k12.mo.us
(816) 349-3452

SMART Board Integration

General Resources:

Center's SMART Board resources

- <http://www.center.k12.mo.us/edtech/SB/SB.html>

SMART Board lessons

- Lessons in SMART Notebook ready to download at <http://edcompass.smarttech.com/en/learning/activities/notebook.aspx>

Sites to get you started

- <http://www.center.k12.mo.us/edtech/SB/SBweb.html>

Art

Techniques

- Use MS Paint to demonstrate art and drawing techniques.

Shapes in art

- Use Notebook shape tools to define or illustrate

The Artist's Toolkit

- Illustrates topics in art and features professional artists <http://www.artsconnected.org/toolkit/>

Artist Presentations

- Discuss artists with PowerPoints from <http://jc-schools.net/PPTs-art.html>

Communication Arts

Editing

- Type seatwork into a Notebook file. Use proofreaders marks to edit.

Graphic Organizing

- Use SMART Ideas to produce graphic organizers for story elements, research or other projects. <http://www.ikeepbookmarks.com/browse.asp?folder=653366>

Spelling

- Type letters in a Notebook file. Students drag letters to spelling and practice spelling words.

Handwriting

- Use lined paper from the Notebook collections to practice handwriting.

Grammar categories

- Type nouns, verbs, etc. into a Notebook file. After making a T-chart, students drag word to correct location on chart.

Reading Strategies

- Use an online story to demonstrate reading strategies. <http://www.ikeepbookmarks.com/browse.asp?folder=659564>

Math

Floor Design

- Use Notebook and graph paper template to design a floor plan. Then figure area, perimeter, furniture placement, etc.

Problem Solving with Manipulatives

- Use Virtual Manipulatives for problem solving. <http://matti.usu.edu/nlvm/nav/vlibrary.html>

More manipulatives

- Base 10 blocks, pattern blocks, etc. at <http://www.center.k12.mo.us/edtech/everydaymath.htm#manip>

Polygon sort

- Design a Venn Diagram and colored shapes in Notebook. Sort shapes into Venn categories.

Measurement

- Use protractor and rulers in Notebook collections to measure angles and lines.

Graphing

- Use MS Excel to do a "live" graphing of favorite ice cream flavors. Then try <http://pirate.shu.edu/~muellemf/WPSp2006/el%20data%20and%20prob.htm#cliff>

More activities

- Choose the strand and activity for interactive activities with the SMART Board—<http://www.shodor.org/interactivate/activities/>

Music

Writing music

- Insert staff and musical notations from Notebook Collections.

The NY Philharmonic Kidzon

- <http://www.nyphilkids.org/main.phtml?>

Finale Notepad

- <http://edcompass.smarttech.com/en/learning/softresources/software.aspx>. Download Finale. Record and play music students compose.

Science

Human Body

- Choose the body system to show at <http://www.innerbody.com/htm/body.html>

Life under a Microscope

- Look at life under a microscope at <http://www.microscopy-uk.org.uk/index.html>

The Virtual Cell

- See a virtual cell at <http://www.ibiblio.org/virtualcell/index.htm> or <http://www.cellsalive.com>

Weather

- Insert maps and weather clip art from the Notebook Collections

Solar System

- Use <http://www.netrover.com/~3384mary/solar/solar.html> and Notebook space templates to compare and contrast planets' orbits.

Ecosystems

- Explore these ecosystems at http://www.harcourtschool.com/activity/exploring_ecosystems/index.html

Build an Element

- Use the Notebook Science Collections to insert atoms and build elements

Photosynthesis

- Use the Notebook Cross section of a leaf template to illustrate the photosynthesis process.

Social Studies

Reading a Map

- Use <http://www.ash.udel.edu/ash/challenge/map/index.html> for a grid map. Then insert grid paper in Notebook and design a map of your neighborhood.

Landforms

- Study types of landforms at <http://www.geocities.com/monte7dco/> then illustrate each using SMART Notebook

Westward Expansion

- Use an inserted US map into Notebook to track the path and your study of the westward trails.

American Revolution

- Choose a side at <http://www.history.org/history/teaching/revolution/a1.html>. Then compare and contrast decisions using a graphic organizer in Notebook.